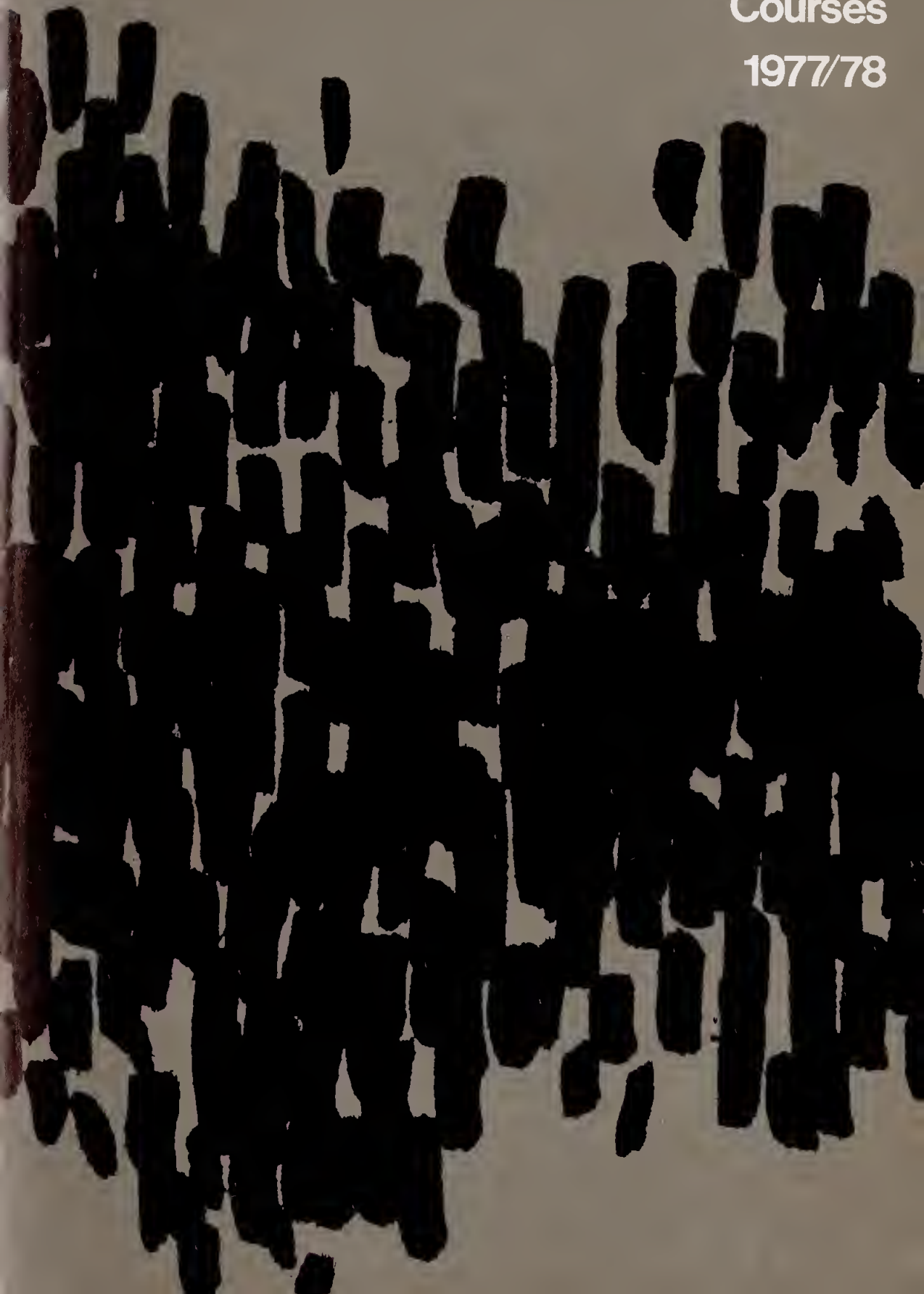
The George Brown College

Part-time Courses

1977/78



E-164

PART-TIME COURSES

COMMENCING SEPTEMBER 1977

For information, phone 967-1212

The George Brown College of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

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General Information

Registration Dates

Final registration dates occur normally one week prior to the start date of each course.

Advanced Registration

Application may be made by mailing the attached application form accompanied by the total course fee, or in person at the proper campus; telephone enquiries are invited.

Registration Locations

Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus

507 College Street
Tel: 967-1212, ext. 305 or 306
Office hours:
9:00 a.m.-8:00 p.m.
(Monday to Thursday)
9:00 a.m.-4:30 p.m.
(Friday)

Kensington Campus

21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609
Office hours:
8:00 a.m.-7:30 p.m.
(Monday to Thursday)
8:00 a.m.-4:30 p.m.
(Friday)

Casa Loma Campus

160 Kendal Avenue
Tel: 967-1212, ext. 405
Office hours:
8:00 a.m.-7:00 p.m.
(Monday to Thursday)
8:00 a.m.-4:00 p.m.
(Friday)

St. James Campus

200 King Street East
Tel: 967-1212, ext. 504 or 510
Office hours:
8:00 a.m.-8:00 p.m.
(Monday to Thursday)
8:00 a.m.-4:30 p.m.
(Friday)

Fees

Fees are usually set at $1.00 per hour plus a $5.00 non-refundable registration fee. In some cases the fee may be higher to cover cost of materials and to maintain limited enrolment.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

Identification

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

Refunds

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

Transfer Between Courses

Students wishing to transfer between courses must apply in person to the admissions office on the campus for authorization of change in their admit-to-lecture identification and for any fee adjustment which may be required.

Part-Time Studies During The Day

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites

Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification

Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings

The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

ACADEMIC STUDIES

Academic

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prequisite: Grade 7 English, or ENG 904.
Course Content: Reading, spelling and sentence structure; basic grammatical terms and simple paragraph writing; a refresher in basic English skills for students who have completed public school.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

English Upgrading 9 ENG 907

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 8 English or ENG 906.

Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

English Upgrading 10 ENG 908

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 9 English or ENG 907.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, and poetry from Canadian Literature.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

English Upgrading 11 ENG 909

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English Language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

English Upgrading 12 ENG 910

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

Mathemetics Upgrading 8 MATH 906

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 7 Mathematics or equivalent.
Course Content: Study of whole numbers, fractions, decimals, percent, and an introduction to the metric system.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Mathematics Upgrading 9 MATH 907

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 8 Mathematics or MATH 906.
Course Content: Review of fractions, decimals and percent, powers, square root, metric system, simple areas, perimeters, volumes, and basic algebra.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Mathematics Upgrading 10 MATH 908

Tuesdey and Thursdey
7:00-10:00 p.m.
Casa Loma Cempus
60 hours
Fee: $65.00

Prerequisite: Grade 9 Mathematics or MATH 907.
Course Content: Study of circles, triangles, theorem of Pythagoras, volumes, weight and capacity; metric conversions; multiplication and division of monomials and binomials; linear equations and graphical solutions; trigonometric ratios, and mensuration.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Stert dates: October 4, 1977
January 31, 1978
June 6, 1978

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Biology BIO 900

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start dates: October 3, 1977
Janvery 30, 1978
June 5, 1978

Chemistry CHEM 900

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates: October 4, 1977
Jenuary 31, 1978
June 6, 1978

Physics PHY 900

Tuesday end Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908 and grade 11 Math or MATH 909.
Course Content: Grade 11 or 12 level.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Advanced Technical Evening Classes (A.T.E.C.)

Chemistry (General) CHEM 100X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Methods of chemistry: physical and chemical changes, chemical terminology. Organic chemistry: structure and reactions of common allphatic groups. States of matter: gas laws, partial pressure. Nuclear chemistry: basic nuclear particles, isotopes, radioactivity, half life, radioisotopes and uses. Equilibrium: rate of reaction, reversibility, LeChatelier's Principle, equilibrium constant, solubility and concentration, ion exchange. Acidimetry and hydrolysis: definitions, pH indicators, titrations, relation to oxidation and reduction. Electro-chemistry, electrolysis, Faraday's Law, electrochemical series, corrosion.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

Economics EC 100X

Tuesdey, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Understanding of the economic factors that influence the personal and business affairs of Canadians; basic economic structure of our society, supply and demand, business organization, money and banking, international trade, business cycles, public finance and taxation, consumer credit and borrowing, personal finances, social services.

Start dates: October 4, 1977
January 24, 1978
April 11, 1978

English I ENG 100X

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 English, ENG 910 or equivalent.
Course Content: Skill in the use of simple, clear, correct English; emphasis on effective oral and written communication, special focus on reading/learning techniques, technical writing, and oral communication of ideas, information and instructions.

Start dates: October 5, 1977
January 25, 1978
April 12, 1978

English II ENG 200X

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: ENG 100 or equivalent.
Course Content: Emphasis on the student's skill in using English with greater facility; effectiveness and precision, through preparing and giving oral presentations, lectures and reports on technical subjects; emphasis on the use of library resources for technical research, preparation of written technical reports, development of analytical techniques, and organization of data.

Start dates: October 6, 1977
January 26, 1978
April 13, 1978

Mathematics I MATH 100X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and scales; Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Mathematics II MATH 200X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Mechanics I MECH 100X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

Mechanics of Materials I MECH 110X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 200 and MECH 100.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; beam type member design; deflection due to bending; thin cylinders and joints; resilience; torsion, combined stresses.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

Physics I PHYS 100

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Properties of matter; mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity. Heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat. Sound waves. Light: intensity, inverse square law, speed of light, ray optics, wave optics including lenses, interference, diffraction and polarization. This course is taught in SI units.

Start dates: October 5, 1977
February 1, 1978
June 7, 1978

Career Improvement

English (Technical) ENG 530X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Related to trades and technologies at the level needed for journeyman status; reading for comprehension, reading for details, reading for main ideas; summarizing information, making notes, and reading as studying; remedial and developmental work in oral and written expression.

Start dates: October 4, 1977
January 24, 1978
April 11, 1978

Mathematics MATH 530X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Trade Mathematics I MATH 610X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Trade Mathematics II MATH 630X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Applied Computer Programming MATH 922

Saturday, 9:00 a.m. to 12:00 noon
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: A good working knowledge of basic Mathematics.
Course Content: Time-sharing using basic computer language; systems commands and various statements necessary for developing a program; industrial and business applications; programming theory and introductory Fortran; emphasis on hands-on use of computer terminals.

Start dates: October 8, 1977
February 4, 1978
June 10, 1978

Medical Terminology Part I ANAT 100X

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work.
NOTE: ANAT 100 is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start dates: October 4, 1977
January 31, 1978
June 6, 1978

Two-Person Communication ENG 914

Wednesdays, 6:00-8:00 p.m.
Kensington Campus
24 hours
Fee: $30.00

This course is designed to help the participants become aware of the state of their own communicative skills. It will be of particular value to people who are involved in various forms of two-person communication in their work, such as supervisors, managers or others who are in close contact with the public. The course will use films and case studies to help improve communication skills.

Start dates: October 5, 1977
January 18, 1978

Psychology Introductory PSY 161X

Monday and Wednesday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Concepts and theories of psychology: learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Start dates: October 3, 1977
January 16, 1978

Metric System SI 900

Monday, 7:00-9:30 p.m.
Casa Loma Campus
10 hours
Fee: $15.00

Historical perspective; Development of the Metric System; Introduction to the SI Metric System; Units and derived units; Notation for SI units; Applications; Conversions; Films.

Start dates: October 3, 1977
January 30, 1978
June 5, 1978

Basic Coatings Technology CHEM 901

Thursday, 8:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: The course is intended to assist coatings industry employees. Those who have only recently entered the coatings and allied raw material industries, and those who feel the need for a refresher course in the fundamentals of Coatings Technology to increase their ability to apply themselves more effectively in the coatings industry.

Start date: October 6, 1977

Advanced Coatings Technology, Module 1 CHEM 902

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Production, chemistry, properties, types and uses of Unsaturated Polyesters, Alkyds and Epoxies.

Start date: October 4, 1977

Advanced Coatings Technology, Module 2 CHEM 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Production, chemistry properties, uses of polyurethanes, acrylics, emulsions.

Start date: January 17, 1978

Advanced Coatings Technology, Module 6 Laboratory CHEM 907

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: CHEM 901, Basic Coatings Technology or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of solvent and water-borne coatings.
Note: Enrolment for this course is limited.

Start date: October 5, 1977

Coatings Technician Part Time CHEM 950

Saturday, 9:00 a.m.-4:00 p.m.
Casa Loma Campus
210 hours
Fee: $215.00

This programme is intended to assist the coatings and allied raw materials industries to improve the level of education and training of their employees.
Courses covered in Year 1: inorganic chemistry, organic chemistry, applied physics, applied mathematics, basic coatings technology.

Start date: October 8, 1977

Astrology (Beginners) ASTR 900

Thursday, 6:00-8:00 p.m.
Casa Loma Campus
40 hours
Fee: $45.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies)

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Start dates: October 6, 1977
January 26, 1978

Astrology (Intermediate) ASTR 901

Monday, 7:00-9:00 p.m.
Casa Loma Campus
40 hours
Fee: $45.00 (plus a fee of $15.00 for each of two examinations, one of which will follow each section of the course. Examination fees are to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Beginner's level. The Intermediate level comprises two half courses.
Course "A" Content: Chart-making, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

Start dates: October 3, 1977
January 23, 1978

Information about the ENG 201 (English and the Business world) and ENG 301 (English and the Legal World) can be found in the Clerical and Secretarial Skills section of Business and Commerce.

Information about the AS 907 (Business Law) and EC 903 (Economics) can be found in the Insurance section of Business and Commerce.

Language Training

Pre-Intermediate English LT 813

Monday and Wednesday
or Tuesday and Thursday
7:00-9:00 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for English second language learners who wish to proceed to Advanced English and who may not be ready for Intermediate English. The course will include work in the following areas: speaking, listening and grammar. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level. The necessary pre-testing and registration will take place the week before classes officially begin.

Start dates: September 26, 1977
February 6, 1978
June 5, 1978

Intermediate English Conversation and Writing LT 812

Monday and Wednesday or Tuesday and Thursday
7:00-9:00 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for second language learners who already know some English. The course will include work in the following areas: speaking, reading, writing, grammar, listening comprehension. There may be some work in our language laboratory to improve stress and intonation. Students who successfully complete this intermediate Course will qualify for the Advanced Course in English offered at College Campus.
The necessary pre-testing and registration will take place the week before classes officially begin.

Start dates: September 26, 1977
February 6, 1978
June 5, 1978

Advanced English Reading and Conversation for New Canadians LT 803

Monday and Wednesday or Tuesday and Thursday
7:00-9:00 p.m.
9:00-12:00 noon daily
College Campus
60 hours
Fee: $65.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills.
The necessary pre-testing and reigstration will take place the week before classes officially begin.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start dates: September 26, 1977
February 6, 1978
June 5, 1978

Speaking Canadian French (Basic) LT 804A

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Intermediate) LT 804B

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Advanced) LT 804C

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

Start dates: September 27, 1977
January 17, 1978

Italian Language and Heritage (Basic) LT 806A

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Italian Language and Heritage (Intermediate) LT 806B

Tuesday and Thursday
7:00-9:30 p.m.
College campus
60 hours
Fee: $65.00

Course Content: Develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban Canadian society; situational relevance of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

Start dates: September 27, 1977
January 17, 1978

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Spanish Language and Heritage (Intermediate) LT 808B

Monday and Wednesday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the Culture of the Spanish-speaking countries of North and South America.

Start dates: September 26, 1977
January 16, 1978

A Practical Course in Teaching English as a Second Language to Adults LT 912

Monday and Wednesday
7:15-9:15 p.m.
College Campus
130 hours
Fee: $135.00

Prerequisite: Applicants shoud be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in or have a future commitment to the field.
Course Content: The course offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It offers the experienced E.S.L. teacher a review of modern theory and methodology. Other subjects include English phonology and grammar, contrastive studies, inter-cultural studies, teaching aids, language labs, material development and evaluation. Included in the course are 30 hours of practical experience in the classroom (these hours are during the daytime). Enrolment is limited. To obtain an application form please phone 967-1212 Ext. 328 or 307.

Start date: September 26, 1977

Interpreting For Medical and Legal Services LT 909

Tuesday and Thursday
7:30-9:30 p.m.
College Campus
150 hours
Fee: $155.00

With Toronto's large and varied ethnic population, the importance of accurate communication in all matters of health and welfare and the need for qualified and effective interpreters has been well established.
George Brown's eight-month extension course in interpreting for Medical and Legal Services is designed to help fill this need. Graduates acquire oral and written bilingual competence; knowledge of policies, procedures and resources in the medical and legal services fields; and thorough grounding in standards of ethical and professional practice.
Candidates for admission to this course must be fluent in English and one of the following languages; Chinese, Greek, Italian, Portuguese, Spanish. Each applicant is tested and interviewed in English and the language in which he or she wishes to interpret. The applicant must be both aware of and sensitive to the social and cultural disposition of the foreign language group concerned. However, the foreign language does not have to be the applicant's first language.

Start date: October 10, 1977

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY

Architecture

Carpentry I CAR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This program is for the handyperson who is interested in the proper use of power and hand tools for projects usually found around the home or cottage such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple but efficient carpentry work.

Start dates: October 6, 1977
January 26, 1978

Carpentry II CAR 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the Carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start date: October 5, 1977

Cabinet-Making (Elementary) CAR 900

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making.
Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date: October 4, 1977

Bricklaying MAS 900

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start date: October 6, 1977

Plumbing Design and Installation PLUM 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a masters plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start date: October 4, 1977

Plumbing Basic PLUM 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings, measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start date: October 5, 1977

Plumbing Qualification PLUM 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification require to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start dates: October 4, 1977
January 24, 1978
April 11, 1978

Mechanical Systems I CO 912

Thursday, 5:00-8:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Of particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation Assistance and Neighbourhood Improvement programs.

Start date: October 6, 1977

Sheet Metal Design and Installation SM 903

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ontario Certificate of Qualification in Sheet Metal.
This course is designed to assist and prepare those persons who wish to obtain a masters licence in the sheet metal trade. The content is selected to meet the demands of the examination and stresses the design aspects of air systems together with such related areas as labour legislation, city by-laws, and the application of N.W.A. and A.C.A. manuals.

Start date: October 3, 1977

Sheet Metal Theory SM 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

A concentrated course in sheet metal theory (*not pattern layout*) prepared to assist those persons who intend to write the Provincial Certificate of Qualification Examination. Due to the concentrated nature of the course, it is assumed that the students are already trained in the sheet metal trade and are primarily in need of review.

Start date: October 3, 1977

Stationary Engineering Courses

Casa Loma Campus
90 hours
Fee: $95.00

Course Content: These course are of 90 hours duration each and will encompass modular material as time permits.
STAT 901 Stationary Engineering — 1st Class — Wednesday
STAT 902 Stationary Engineering — 2nd Class — Monday
STAT 903 Stationary Engineering — 3rd Class — Tuesday
STAT 904 Stationary Engineering — 4th Class — Thursday

Start dates: the week beginning October 3, 1977

Blueprint Reading for Machine Trades ENDR 910

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide tradesmen with a basic understanding blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start date: October 4, 1977

Blueprint Reading for the Welding Trade ENDR 572

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprints, including auxiliary views scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols.

Start date: October 3, 1977

Blueprint Reading for Millwrights — Part I ENDR 912

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The three-view drawing system. Principal views and single auxiliary views. Freehand sketching. Basic dimensioning principles. The study of blueprints typical of the trade.

Start date: October 4, 1977

Blueprint Reading for Millwrights — Part 2 ENDR 913

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading.
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start date: October 4, 1977

Blueprint Reading for Ironworkers — Part 1 ENDR 950

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

A basic course in Blueprint Reading including: the projection system, principal views, dimensioning, tolerances, scales, sectional views, sketching, and a study of basic structural blueprints.

Start date: October 3, 1977

Technical Drawing I — ENDR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.
This course may be combined with ENDR 140.

Start date: October 6, 1977

Technical Drawing II — A.T.E.C. Program (Approved) *ENDR 902*

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: ENDR901 or equivalent.
This course is a continuation of Technical Drawing I. The topics included are treated in greater depth.
Course Content: Bearing types, lubrication, selection. Gear types, definitions, formulae, gear trains, cam types, followers, motions, layouts, displacement diagrams, drawings. Selection of fasteners, fittings, springs and other standard components. Limits and fits, unilateral and bilateral tolerances, classes of fits. Surface roughness, jigs, fixtures and gauges. Details, design layouts, assemblies and sub-assemblies.
This course may be combined with ENDR131 and ENDR240.

Start date: October 6, 1977

Process Piping Drafting — Part I ENDR 903
A.T.E.C. Program (Approved)

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.

The purpose of the course is to introduce to the draftsman the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Start date: October 5, 1977

Process Piping Drafting — Part II ENDR 929

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Process Piping Drafting Part I — ENDR 901.
This course will enable the student to apply the basic principles he has learned in Process Piping Drafting — Part I to a Piping Project, and study in more detail the design features involved on a typical project.
Course Content: The student will complete a typical Piping Project, making layouts, system detail drawings, hanger locations and the necessary schedules and bills of materials.

Start date: October 3, 1977

Tool Design Part-Time Courses

A part-time student may study individual courses or complete a prescribed program of courses as credits toward a diploma as a tool design technician. Some credits may be granted to mature students on the basis of previous education experience. Inquiries should be made at the admissions office.

Prerequisite: Grade 12, preferably with machine shop or drafting option or equivalent industrial experience. Students without previous drafting experience should register for Technical Drawing 1, ENDR 901.

Jig and Fixture Design 1 ENDR 130

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: ENDR 901 or equivalent.
Course Content: Freehand sketching and machine drafting of basic jig and fixture designs, emphasizing current production methods and organization.

Start date: October 6, 1977

Jig and Fixture Design 2 ENDR 131

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: ENDR 130 or equivalent.
Course Content: Freehand sketching and machine drafting of advanced jig and fixture designs, emphasizing current production methods and organization.
This course may be combined with ENDR 902.

Start date: October 6, 1977

Die Design 1 ENDR 140

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: ENDR 901 or equivalent.
Course Content: Freehand sketching and machine drafting of basic blanking, piercing, cut-off and blending dies.
This course may be combined with ENDR 901.

Start date: October 6, 1977

Die Design 2 ENDR 240

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: ENDR 140 or equivalent.
Course Content: Freehand sketching and machine drafting of advanced blanking, piercing and blending dies. Introduction to basic draw dies.
This course may be combined with ENDR 902.

Start date: October 6, 1977

Architectural Drafting — Part I DR 900

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details.

Start dates: October 3, 1977
January 23, 1978

Architectural Drafting — Part II DR 901

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
This course runs on a two year cycle to assure continuation of DR 900 Architectural Drafting I.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Start dates: October 3, 1977
January 23, 1978

Blueprint Reading For The Construction Trades DR 931

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Credit toward AR DR 610 and 620.
Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation.

Start dates: October 4, 1977
January 24, 1978

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operation, selection of equipment, estimating, installation start-up, air problems and measurement and service analysis.

Start dates: October 3, 1977
February 6, 1978

Air Conditioning Design III AIR 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Air 901 or employment in the air conditioning industry, with a strong background in load calculations and psychrometrics.
Course Content: Principles of mechanical refrigeration involving behaviour of refrigerants; tables, pressure enthalpy diagrams, refrigeration effect, functions and selection of air handling equipment; control principles and methods for all air systems; need for zoning; reciprocating refrigeration equipment; centrifugal refrigeration equipment; absorption refrigeration equipment; heat pump package; heat ejection equipment; large package equipment; water chilling equipment; water systems and piping; refrigerant piping and systems; a project design and selection problem.

Start date: January 24, 1978

Warm Air Heating and Air Conditioning HT 900

Wednesday, 7:00-10:00 p.m.
Casa Loma campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
For persons who have a general knowledge of house construction and who wish to acquire a working knowledge of the basic and more advanced techniques involved in the design and application of warm air heating and air conditioning systems and equipment.
Course Content: Heat loss and heat gain calculations by H.R.A. methods; components equipment and controls for heating and cooling, system specifications and duct sizing by H.R.A. manuals — "A" humidification and dehumidification, system balancing.

Start date: October 5, 1977

Gas Fitter II HT 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II License.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Start dates: October 4, 1977
February 7, 1978

Gas Fitter I HT 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Start dates: October 4, 1977
January 24, 1978

Oil Burner III HT 905

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Grade 10 or working with associated trades.
This course is designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Start dates: October 4, 1977
January 24, 1978

Oil Burner II HT 906

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: HT 905 or satisfactory experience.
This course is designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion. Types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Start dates: October 3, 1977
January 23, 1978

Gas Appliances AP 900

Monday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Gas ranges, classification and types, gas range adjustment and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, dryers operation, dryer controls, thermostat, timer, door switch, solenoid valve, warp safety switch, dryer installation, gas connection, testing and fault finding, miscellaneous appliances, gas refrigerators, gas-fired incinerators, gas lamps, LP conversion.

Start date: January 23, 1978

Propane Gas AP 902

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Designed to prepare students to write the examination for the Propane Gas Fitter Licence.
Course Content: Properties of Propane Gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliances storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, review of basic domestic gas burner controls and heating system, review of the domestic hot water heater.

Start dates: October 3, 1977
January 23, 1978

Appliance Servicing — Part I AP 903
(Electrical Fundamentals and Ranges)

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical curcuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start dates: October 4, 1977
January 24, 1978

Appliance Servicing — Part II AP904
(Domestic Refrigeration)

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeraton, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start dates: October 4, 1977
January 24, 1978

Appliance Servicing — Part III AP 905
(Laundry Equipment)

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of wringer and automatic washers, dryer, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start date: October 3, 1977

Air Conditioning Design I AIR 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: A reasonable knowledge of Mathematics and English at the grade 10 level.
Covers the basic theory and application of air conditioning systems. It is offered for persons who have an interest in the heating and cooling of buildings and wish to acquire a working knowledge of the modern methods used for the design of air conditioning systems.
Course Content: Body comfort, air cycles; refrigeration cycle; heat sources and characteristics, cooling and heating load calculations for residences by H.R.A. Manual — j; air distribution. Duct design by H.R.A. Manuals selection and application of self-contained package air conditioning equipment; balancing air conditioning systems.

Start date: October 5, 1977

Air Conditioning Design II AIR 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 or equivalent industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design, using equal friction, velocity reduction and static regain methods; cooling coil performance and selection.

Start date: October 4, 1977

Pneumatic Controls AIR 907

Thursday, 7:00-10:00 p.m.
Casa Loma campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning Industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date: October 6, 1977

Commercial and Industrial Heating Equipment HT 908

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Gas Fitter I and Oil Burner II Licences.
This course is designed to develop a serviceman who is capable of servicing and installing commercial and industrial heating equipment.
Course Content: Types of burners, flue gas analysis, heating systems, boiler classifications, combustion control, flame safeguards, non-programming controls, programming controls, schematic wiring diagrams, servicing and trouble shooting.

Start date: October 3, 1977

Refrigeration — Part I REF 900

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the refrigeration industry or some allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, propertles of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start dates: October 4, 1977
January 24, 1978

Refrigeration — Part II REF 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrost methods, time clocks, compressor drives, test instruments, meters and their application to trouble-shooting, pipe sizing and installation, heat calculations of walk-in freezers and coolers. Survey of refrigeration applications, control of humidity in refrigeration. Basic use of psychrometric chart, secondary refrigerants, liquid cooling, single phase and three phase motor starting relays, starters, contactors, overloads, their application and servicing. Heating and cooling thermostats, their design and application; safety precautions in trade.

Start dates: October 4, 1977
January 24, 1978

Refrigeration — Part III REF 902

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: REF 901.
To prepare the student to write the Certificate of Qualification examination.
Course Content: Roof top condensers; piping systems, brines, pumps, chillers, centrifugal compressors, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, spray apparatus, ponds, air cleaning equipment, electronic and curtain, odour control, load calculation commercial and air conditioning, selection of equipment, pneumatic systems, control circuitry, trouble shooting, safety.

Start date: October 4, 1977

Metrication in Civil Engineering Part I — Structural Engineering CIV 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employed in Construction or Structural Design.
Basic introduction to S.I. systems. Types of units: Length; area, volume, mass, force, stress and pressure, moment, conversion tables, typical applications, explanations, loading tables, mass, densities, safe bearing capacities of soils.
Units for use in engineering design; units for use in estimating; specifications; land surveying; transportation; roads; hydraulic engineering; drawing practice.

Start date: October 5, 1977

Metrication in Civil Engineering Part II — Municipal Services CIV 901

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employed in municipal works and design.
Covering hydraulic engineering and sanitary engineering.
Hydraulics of sewers and open channels: estimate of quantity of flow for culverts; open channels; flow friction formulas; Hazen-Williams and Manning formulas; rainfall intensity, watershed areas; determination of the quantity of flow for storm sewers. Drawing practice.

Start date: January 25, 1978

ATHLETICS & RECREATION

Athletics/Recreation

Applied Underwater Science AUS 800

Wednesdays or Thursdays
7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00
Materials: $20.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End), 16 Phin Avenue
Course Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification. Open water dives and trips south. All equipment is supplied.

Start dates: September 14 and 15, 1977
January 18 and 19, 1978
April 26 and 27, 1978

General Fitness FIT 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
18 hours
Fee: $23.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department, Tel. No. 967-1212, ext. 431, for an appointment.

Start dates: September 19, 1977
October 31, 1977
January 9, 1978
February 20, 1978
April 3, 1978

Ski Conditioning SKI 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
18 hours
Fee: $23.00

Course Content: A conditioning program for downhill and cross country skiers. A physical fitness test is given and fitness program designed.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department, Tel. No. 967-1212, ext. 431, for an appointment.

Start dates: October 31, 1977
January 9, 1978

Yoga YOGA 800

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
24 hours
Fee: $29.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — Mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates: September 7, 1977
January 11, 1978
April 5, 1978

Tennis (Beginners) TENN 800

Friday, 5:00-7:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start dates: September 16, 1977
January 13, 1978
March 10, 1978

Tennis (Advanced) TENN 801

Friday, 7:00-9:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start dates: September 16, 1977
January 13, 1978
March 10, 1978

Indoor Gardening I GARD 800

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

Start dates: October 4, 1977
January 24, 1978
April 11, 1978

Indoor Gardening II GARD 801

Thursday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: Successful completion of Indoor Gardening I (Gard 800).
Course Content: Indoor Gardening II will cover essential elements of botany which apply to successful plant growth. this down to earth course in layman's language will enable the amateur indoor gardener to unserstand the effect of the environment on plants grown indoors and in greenhouses. Primarily a theory course, th eknowledge gained will enhance and supplement the Information given in Indoor Gardening I.

Areas to be covered in this course include plant cells, roots, leaves, stems, transpiration, conduction, absorption, photosynthesis, respiration, flowering and seeding, and factors influencing growth.

Start dates: October 6, 1977
January 26, 1978
April 13, 1978

Indoor Gardening III GARD 802

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: GARD 801.
Course Content: The study of soil structure, content, texture, reactions, soil additives, soil mixes, Influences on plant growth, and root development.

Start date: January 25, 1978

Flower Arranging GARD 803

Tuesday and Thursday
Casa Loma Campus
30 hours
Fee: $35.00

This course is set out to teach the basics of professional flower arranging for home use. All aspect of design will be shown for both fresh and dried flowers.
An additional amount of approximately $3.00 per night will be charged for flowers and supplies.

Start dates: September 27, 1977
April 4, 1978

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerce

Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Advertising**
3. **Court Reporting**
4. **Legal Office Procedures**
5. **Records Management**
6. **Secretarial Practice**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 elective

Compulsory for Accounting

ACC 100	Introduction to Accounting
ACC 102	Accounting II
ACC 202	Cost Accounting I
EC 903	Economics

Electives for Accounting

BUS 900-A	Business Management I
BUS 900-B	Business Management II
*ENG 201	English and The Business World
AS 907	Business Law
ACC 205	Auditing and Taxation
EDP 900	Introduction to E.D.P.

Any other E.D.P. Course.

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Accounting
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1977	Jan. 1978	Mar. 1978	Sept. 1978	Jan. 1979
ACC 100	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•		
EC 903	•	•	•	•	•
Elective Subjects					
BUS 900-A	•	•		•	•
BUS 900-B	•	•		•	•
ENG 201	•	•	•	•	•
AS 907	•		•	•	
ACC 205	•				
EDP 900	•		•	•	

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 electives

Compulsory for Business Management

BUS 900-A	Business Management I
BUS 900-B	Business Management II
MARK 100	Marketing
ACC 100	Accounting I

Elective for Business Management

EDP 900	Introduction to Data Processing
ACC 202	Accounting II
ACC 202	Cost Accounting I
*ENG 201	English and The Business World
AS 907	Business Law
LAW 202	Procedural Law
PHD 100	Introduction to Physical Distribution Systems
BUS 101	Human Relations
BUS 211	Human Resources Management
EC 903	Economics

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Business Management
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1977	Jan. 1978	Mar. 1978	Sept. 1978	Jan. 1979
BUS 900-A	•	•		•	•
BUS 900-B	•		•	•	
MARK 100	•	•		•	•
ACC 100	•	•		•	•
Elective Subjects					
EDP 900	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•	•	
ENG 201	•	•	•	•	•
AS 907	•		•	•	
LAW 202	•		•	•	
PHD 100	•	•	•	•	•
BUS 101	•		•	•	
BUS 211	•	•		•	•
EC 903	•	•	•	•	•

Part Time Certificate in Court Reporting

This program will prepare students for employment in the court reporting field and will enable them to write the CHARTERED SHORTHAND REPORTERS' ASSOCIATION examinations.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Subjects: all compulsory

TYP 905	Advanced Typing (Speed objective 60 w.p.m.)
SHM 900	Machine Shorthand (Theory)
*SHM 901	Machine Shorthand (Speed)
SHP 905	Pitman Shorthand Advanced Speed/Court Procedures (Entrance Requirement of 120 w.p.m.)
ENG 401X	English and The Legal World (to include Terminology)
ANAT 100	Medical Terminology I

* *Can be waived if student attained 100 w.p.m. in SHM 900.*

Court Reporting
all subjects are compulsory

Compulsory Subjects	Sept. 1977	Jan. 1978	Mar. 1978	Sept. 1978	Jan. 1979
TYP 905	•	•	•	•	•
SHM 900	•			•	
SHM 901	•	•	•	•	•
ENG 401X	•		•	•	
ANAT 100	•	•	•	•	•
SHP 905	•		•		

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
SHP 900	Pitman Shorthand I
	OR
SHF 900	Forkner Shorthand I
*SHP 901	Pitman Shorthand II
	OR
*SHF 901	Forkner Shorthand II
OP 203	Legal Office Practice
ENG 201	English and The Business World

Elective Course — One of the Following

AS 907	Business Law
LAW 202	Procedural Law
ENG 401X	English and The Legal World
DIC 505	Dictaphone
BOK 552	Bookkeeping

** English and the Business World" is a compulsory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 900 or SHF 900.*

Legal Office Procedures
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1977	Jan. 1978	Mar. 1978	Sept. 1978	Jan. 1979
TYP 905	•	•	•	•	•
SHP 900	•			•	
SHP 901	•	•	•		•
ENG 201	•	•	•	•	•
OP 203	•			•	
Elective Subjects					
AS 907	•		•	•	
LAW 202	•		•	•	
DIC 505	•	•	•	•	•
BOK 552	•	•	•	•	•
ENG 401X		•			•

Part Time Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/ secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
**SHP 900	Pitman Shorthand I
	OR
SHP 901	Pitman Shorthand II
	OR
*ENG 201	English and the Business World

Elective Course — One of the Following

AS 907	Business Law
DIC 505	Dictaphone
EDP 900	Introduction to Data Processing
MARK 100	Marketing
BOK 552	Bookkeeping

** "English and the Business World" is a complusory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 900 of SHF 900.*

Secretarial Practice
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1977	Jan. 1978	Mar. 1978	Sept. 1978	Jan. 1979
TYP 905	•	•	•	•	•
SHP 900	•			•	
or					
ENG 201	•	•		•	•
SHP 901	•	•	•	•	•
Elective Subjects					
AS 907	•		•	•	
DIC 505	•	•	•	•	•
EDP 900		•			•
MARK 100	•	•		•	•
BOK 552	•	•	•	•	•

Part Time Certificate Course Program in Records Management

This program may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

At present the program consists of the compulsory courses listed below.

RM 900	Introduction to Records Management
RM 901	Advanced Records Management
RM 902	Forms
RM 903	Manuals
MICRO 900	Microfilm for Your Business

For further information about part-time courses in Business and Commerce telephone 967-1212 ext. 298.

Accounting and Bookkeeping

Accounting I ACC100X

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.
NOTE: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Accounting II ACC102X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

Start dates: September 14, 1977
January 11, 1978
March 22, 1978

Cost Accounting ACC202X

Monday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

The course is designed for students with an accounting standing equivalent to ACC100 and 102 or for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates: September 12, 1977
January 9, 1977
March 20, 1978

Auditing and Taxation ACC 205X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income Tax Act and its regulations. Preparation of individual and corporate tax returns.

Start date: September 14, 1977

Bookkeeping I BOK 552X

Monday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-column work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; bank reconciliations; the eight-column work sheet with adjusting and closing entries, and financial reports.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Bookkeeping II BOK 900

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: BOK 552X or equivalent.
The course will briefly review basic bookkeeping procedures and continue on to more specialized areas.
Course Content: Miscellaneous general journal entires; synoptic journal; voucher and inventory systems; budgets, bad debts, depreciation, accruals.

Start dates: September 14, 1977
January 11, 1978
March 22, 1978

Business Management

Human Relations BUS 101X

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Start date: September 14, 1977

Human Resources Management BUS 211X

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This is a course designed to develop a student's skills in such areas as Communications, motivation, organizational skills, self-initiative, basic management techniques. The course attempts to simulate as much as possible a real business environment.

Start date: January 12, 1978

Business Management I BUS 900-A

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.
Case studies for each major topic.

Start dates: September 13, 1977
March 21, 1978

Business Management II BUS 900-B

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates: September 13, 1977
January 10, 1978

Women in Business BUS 903

Tuesday, 7:00-10:00 p.m.
St. James Campus
30 hours
Fee: $35.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.

There will be a number of prominent guest speakers. Each major topic will be supplemented by film.

Start dates: September 13, 1977
January 10, 1978

Marketing MARK 100X

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Compulsory Subject for Certificate in Advertising.

Start dates: September 14, 1977
January 11, 1978
March 22, 1978

Merchandising Today MARK 900

Tuesday, 6:00-8:00 p.m.
St. James Campus
30 hours
Fee: $35.00

This is a general course designed to give the student a background in merchandising, including accounting principles and merchandising techniques used in retailing today.
Course Content: changing retail environment; retail organization: formulation of buying policies; negotiation of price and quantities.

Start date: September 13, 1977

Procedural Law LAW 202X

Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Practice and procedure before the various courts in Ontario. Rules of court and pleadings. Rules of evidence. Court officials and procedures in court offices and registries and in other registries. The role of the lawyer with respect to the courts, to other lawyers, and to the clients.

Start dates: September 15, 1977
March 23, 1978

Introduction to Physical Distribution Systems PHD 100X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

Start dates: September 14, 1977
March 22, 1978

Introduction to Records Management RM I RM 900

Wednesday, 6:00-9:00 p.m.
St. James Cempus
52 hours
Fee: $60.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start dates: September 14, 1977
January 11, 1978

Advenced Records Manegement RM II RM 901

Wednesday, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical back-ground necessary for management positions in the profession.

Start dates: September 14, 1977
January 11, 1978

Forms RM III RM 902

Thursdays, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Course Content: This is an advanced course, designed to provide the student with the specific knowledge and management, and paper work simplification. Lectures, syndicate exercises and discussions will again be the vehicles to allow maximum participation from students, who are encouraged to bring work-related problems for solution.

Start detes: September 15, 1977
January 12, 1978

Menuels Management RM V RM 903

Wednesday, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence management; correspondence standards; course review.

Start dates: September 14, 1977
January 11, 1978

Microfilm For Your Business MICR 900

Tuesday, 6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $55.00

Course Content: Advanced microfilming techniques; demonstration of representative microfilm applications; advantages and disadvantages of various microforms; objective analysis of equipment in terms of specific applications.

Start dates: September 13, 1977
Jenuary 10, 1978

Electronic Data Processing

Introduction to Date Processing EDP 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Stert dates: September 14, 1977
January 11, 1978
March 22, 1978

Cobol I EDP 101X

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start detes: September 13, 1977
January 10, 1978

IBM/370 Assembler I EDP 102X

Mondays, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This course introduces IBM/370 architecture and discusses in detail the components of the IBM/370 series of computers. Topics include hardware and software features while emphasizing programming in Assembler language.

Start dates: September 12, 1977
March 20, 1978

Progremming I EDP 103X

Mondey, 6:00-9:00 p.m.
St. James Cempus
45 hours
Fee: $50.00

Prerequisite: EDP 100 or equivalent.
The objective of this course is to provide a thorough knowledge of the programming techniques used to solve business applications. Topics include accounting, marketing and physical distribution problems and the participant is encouraged to use the computer as a powerful tool for management.

Start dates: September 12, 1977
March 20, 1978

Cobol II EDP 200X

Tuesday, 6:00-9:00 p.m.
St. Jemes Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates: September 13, 1977
March 21, 1978

Systems Analysis I EDP 202X

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: EDP 900 or equivalent.
This introductory course in systems analysis is designed to acquaint students with the important role of the computer in business. A number of business computer applications are used to illustrate the effectiveness of the computer as a tool for management. Students gain an insight into the criteria applied by managers in deciding how the computer should be used.

Start date: September 13, 1977
January 10, 1978

Advenced Programming EDP 204X

Monday, 6:00-9:00 p.m.
St. James Cempus
45 hours
Fee: $50.00

Prerequisite: Approval by the instructor.
Applications requiring several interactive programs and involving the use of direct access storage are designed by the class. Individually, students write the necessary programs to install and maintain the applications. COBOL is the primary language, however, techniques for insertion of segments in other languages are introduced.

Start dates: September 12, 1977
March 20, 1978

IBM/370 Assembler II EDP 205X

Monday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in Assembler I or equivalent.
This advanced course in programming the IBM/370 series of computers focuses on many of the powerful features of Assembler language. Case studies and comprehensive problems encourage programming proficiency while extending the programmer's knowledge of applications.

Start dates: September 12, 1977
January 9, 1978

Systems Analysis II EDP 206X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in Systems Analysis I or equivalent.
This advanced course on Systems Analysis involves active participation in problem investigation and encourages analytical examination of facts prior to the presentation of a proposed solution.

Start dates: September 14, 1977
March 22, 1978

Insurance Courses Leading to A.I.I.C. or F.I.I.C.

Principles and Practice INS 900

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Start dates: September 12, 1977
January 9, 1978
April 10, 1978

Property I INS 901

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; coconcepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to Inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

Property II INS 902

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates: September 13, 1977
January 10, 1978
April 11, 1978

Liability INS 903

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates: September 15, 1977
January 12, 1978
April 13, 1978

Insurance on the Person INS 904

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

Burglary and Fidelity INS 905

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates: September 13, 1977
January 10, 1978
April 11, 1978

Automobile INS 907

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start dates: September 13, 1977
January 10, 1978
April 11, 1978

Loss Adjustment and Claim Settlement INS 908

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

Casualty Covers INS 909

Thursday, 5:30-9:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, Indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, live stock mortality insurance, commercial credit insurance.

Start date: September 15, 1977
January 12, 1978
April 13, 1978

Fire Prevention and Protection INS 910

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start dates: September 15, 1977
January 12, 1978
April 13, 1978

Business Interruption INS 911

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.

Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates: September 12, 1977
January 9, 1978
April 10, 1978

Property Loss Adjustment INS 912

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Obligations of the insured and Insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates: September 15, 1977
January 12, 1978
April 13, 1978

Insurance Accounts and Finance INS 913

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

Fire Hazards INS 915

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

Bodily Injury Claims INS 916

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start dates: September 15, 1977
January 12, 1978
April 13, 1978

Principles and Practice of Marine INS 923

Wednesday, 5:30-8:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Function of marine insurance; marine insurance and trade; marine Insurance markets; associations; Lloyds; insurance accounts; effecting insurance; types of policies; the policy form — construction, principles of interpretation, wording; the voyage; the vessel; insured perils; assignments; definitions of pertinent terms; losses; the adjustment; general average; salvage, double insurance, subrogation, returns of premium; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies; open covers; reinsurance; Marine Insurance Act; York-Antwerp Rules; average adjusters.

Start dates: September 14, 1977
January 11, 1978
April 12, 1978

General Insurance Essentials INS 950A

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

This course is offered in two sections. The first one deals with structures of the Industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.

Start dates: September 15, 1977
January 12, 1978
April 13, 1978

General Insurance Essentials INS 950B

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Continuation of INS 950A covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for CC1-INS 900 and one other optional subject in the A.I.I.C. offerings.

Start dates: September 13, 1977
January 10, 1978
April 11, 1978

Business Law AS 907

Tuesday and Thursday
5:30-8:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Designed to provide an understanding of Common Law as it applies to private citizens and to persons engaged in small business enterprises; definitions and explanations of contracts, employment, agency, the sale of goods, insurance, real estate, partnership, bankruptcy, negotiable instruments, business crime, torts.

Start dates: September 13, 1977
January 10, 1978
April 11, 1978

Economics EC 903

Monday and Wednesday
5:30-8:30 p.m.
St. James Campus
90 hours
Fee: $95.00

Course Content: Basic economics and industrial organizations: forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start dates: September 12, 1977
January 9, 1978
April 10, 1978

Clerical and Secretarial Skills

English and the Business World ENG 201X

Tuesday and Thursday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: This course in business communication covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

English and the Legal World ENG 401X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: This course will contribute to the development of the highly specialized legal vocabulary required and will also help to generate a first-rate general vocabulary. It will give extensive experience in transcribing accurately from the spoken word and will include punctuation, capitalization, and grammar. It will demonstrate man's view of law and justice as seen by fiction and non-fiction writers. Since the focus of attention is law, the student will be exposed to the extraordinary effect that the law in all its forms — legislative, judicial, ecclesiastical, and military — has had on literature. This course will include research on the historical derivatives of current law and study of A Manual For Court Reporting.

Start date: January 14, 1978

Medical Terminology Part I ANAT 100X

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Dictaphone DIC 505X

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Basic Typewriting TYP 900

One hour per night — four nights per week — ten weeks
40 hours
St. James Campus
Fee: $45.00

An extensive course in keyboard typewriting, taught using an automated system; designed to develop quickly a high keyboard typing speed.
Course Content: The first six hours will be spent learning the keyboard with emphasis on posture, good stroking, rhythm and correct fingering. Later lessons will develop speed and accuracy to a high degree using modern, programmed instructional techniques. This course is primarily designed as a first step towards a keypunch operators course.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Typewriting (Beginning) TYP 901

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. The rules of syllabication and capitalization, tabulation and letters, plus typing of value for personal use.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Typing — Speed Development TYP 902

Monday to Thursday, 6:00-8:00 p.m.
64 hours
Monday to Friday, 1:30-3:30 p.m.
64 hours
St. James Campus
Fee: $70.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Typewriting II (Intermediate) TYP 903

Monday and Wednesday or
Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Typewriting III (Advenced) TYP 905

Monday and Wednesday or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Legal Office Practice I OP 203A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: $55.00

Prerequisites: Grade XII English or equivalent, typing speed of 45 w.p.m.
This introductory course will deal with background information common to both the real estate and litigation aspects of the program. In order to obtain a credit in the Legal Office Practice Certificate Program, "C" Standing in OP 203A must be achieved.
Course Content: Overview, the legal secretary, legal correspondence, dockets, entries and accounts, legal forms and various methods of diaries, and reminders and filing systems to be discussed.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Legal Office Practice II OP 203B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: 55.00

Prerequisites: OP 203A or aoceptable work experience.
Course Content: Introduction to real estate transactions, deeds and transfers, mortages and charges, statements of adjustments, insurance and reporting letters.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Legal Office Practice III OP 203C

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: $55.00

Prerequisites: OP 203A or acceptable work experience.
Course Content: Introduction to civil litigation, court documents, actions, matters, appeals, wills, incorporating an Ontario company.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Medical Office Practice I OP 205A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: Grade XII English, 45 w.p.m. in typing plus ANAT 100 (Medical Terminology I).
Course Content: Introduction to dally routine work in a doctor's office, including correspondence and appointments.

Start dates: September 13, 1977
March 21, 1978

Medical Office Practice II OP 205B

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: OP 205A plus ANAT 101 (Medical Terminology II) or acceptable work experience.
Course Content: Further development of office practice skills with emphasis on patient files, medical forms, OHIP and WCB forms and assignments related to a hospital dicta-typist pool.

Start dates: September 13, 1977
January 10, 1978

Pitman Shorthand Theory I SHP 900A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: Grade XII English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Pitman Shorthand Theory II SHP 900B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques In taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.
To futher develop facility In writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and In transcribing from notes at the typewriter.
Course Content: Development of skill In writing and reading shorthand notes, with emphasis on short-forms and phrases; practice In transcribing notes at the typewriter in acceptable, mailable form.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Pitman Shorthand — Advanced Speed/Court Procedures SHP 905

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisites: 5-minute takes at 120 w.p.m. in any shorthand system.
Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony etc., emphasis on high speed phrasing and shortcuts. One hour of each session will be devoted to Court Procedures to familiarize the student with duties performed by a court reporter and the manner in which a court functions.

Start dates: September 13, 1977
March 21, 1978

Machine Shorthand Theory I SHM 900A

Monday and Wednesday
6:00-9:00 p.m.
St. Campus
72 hours
Fee: $80.00

Prerequisites: Grade XII English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Machine Shorthand. Common shortforms and phrases, providing a solid basis for the development of speed.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Machine Shorthand Theory II SHM 900B

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: SHM 900A or equivalent, typing speed of 45 w.p.m.
Course Content: Further development of theory, dictation of material of limited vocabulary.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Machine Shorthand — Speed Development SHM 901

Monday and Wednesday
6:00-9;00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHM 900 or equivalent, plus grade 12 English or equivalent, and 45 w.p.m. In typewriting.
To develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m. and transcribing notes in acceptable mailable form.
Course Content: Continuation of SHM 900 above.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Shorthand — Refresher Course SH 900

Tuesday and Thursday, 6:00-9;00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

Shorthand — Advanced Speed Level SH 901

Saturday, 9:30-12:30 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: The ability to write 120 w.p.m.
Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony; emphasis on the basic techniques required to attain high speeds in shorthand; high speed phrasing and short cuts.

Start date: September 17, 1977

Keypunch and Verifiers

Data Processing — Keypunch and Verifier KP 570X

Monday and Wednesday, or Tuesday and Thursday
St. James Campus
120 hours
Fee: $125.00
Materials: $20.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. A pass mark in the Keypunch aptitude test is required. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1601, 1610 Univac Verifier punch and Verifying Interpreting punch; the operation and names of the various parts of the machines.

Start dates: September 12, 1977
January 9, 1978
March 20, 1978

Residential Property Management

Evening courses of study in Residential Property Management are being offered at George Brown College to those people wishing to become property managers or to those people already in the industry wishing to upgrade their skills.

Law LAW 111X

Tuesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A detailed analysis of the Landlord and Tenant Act as well as the current rent review legislation. In addition, the Law of Contract, Real Property Law and Master and Servant Law will be covered.

Start dates: September 13, 1977
March 21, 1978

Accounting ACC 111X

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

This course deals with the accounting function of a property management company from journal entries to trial balance and from setting up ledgers to profit and loss statements.

Start dates: September 13, 1977
March 21, 1978

Resident Relations REL 111X

Wednesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course detailing the leasing, occupancy, renewal and termination of the resident as well as outlining the rights and responsibilities of the tenant and management.

Start dates: September 14, 1977
January 11, 1978
March 22, 1978

Security and Safety SEC 111X

Thursday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

Includes analysis of the need for security and fire prevention, burglar alarms, smoke detectors and an understanding of the responsibility of the landlord and resident in providing a safe and secure environment for all residents.

Start dates: September 15, 1977
January 12, 1978
March 23, 1978

Purchasing and Inventory Control INV 111X

Thursday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course to outline the procedures for the efficient purchasing of equipment and supplies as well as the control of inventory through physical check and stock records.

Start dates: September 15, 1977
March 23, 1978

Career in Residential Property Management PMGT 900

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course designed to orient and familiarize those contemplating entry into the property management field with the basic principles; a generalized broad study of the history and varied aspects of the business including condominiums, co-operatives and tenant occupied buildings. Completion of the course will enable the individual to ascertain one's aptitude and interest for entering the industry or pursuing a full time course of study.
For further information call 967-1212 ext. 298, 544 or 549.

Start dates: September 13, 1977
January 10, 1978
March 21, 1978

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 12. It is recommended that applications for the part-time program be received by the program coordinator before June 15, 1977. Admission interviews will begin in March.

The following courses leading to the Diploma will be offered during 1977/78. The requirements for the diploma must be completed within five years.

Course on Wednesday are offered between 2:00 p.m. and 8:30 p.m. Third year courses on Thursday are offered between 2:00 p.m. and 8:30 p.m.

Human Growth & Behaviour AD 101

Wednesday, 2:00-3:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, socio-cultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date: September 28, 1977

Group Process AD 102

Wednesday, 3:30-5:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening and congruence are emphasized.

Start date: September 28, 1977

Social Services, Issues & Problems AD 103

Wednesday, 5:30-7:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The subject provides a survey of the basic and support services to the alcohol and drug abuser. Also an awareness of agency structure, staffing, programming, accountability, funding and legislation is developed. Conceptual models for needs, planning an implementation are explored.

Start date: September 28, 1977

Physiology and Pharmacology PHYS 104

Wednesday, 2:00-3:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, emphatamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date: January 25, 1978

Basic Studies in Addictions AD 105

Wednesday, 2:00-3:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative responses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemcials.

Start date: September 28, 1977

Theory, Practice & Methods of Counselling AD 106

Wednesday, 7:00-8:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date: September 28, 1977

Sociology SOC 107

Wednesday, 5:30-7:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

A survey of the field of Sociology covers culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Start date: January 25, 1978

Values, Ethics and Professionalism AD 208

Thursday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date: September 29, 1977

Human Growth and Behaviour AD 201

Wednesday, 3:30-5:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

An extension of AD 101 with a review of personality theory and an examination of abnormal development looks at the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start date: September 28, 1977

Group Process AD 202

Wednesday, 7:00-8:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date: September 28, 1977

Theory, Practice & Methods of Counselling AD 206

Wednesday, 5:30-7:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Start date: September 28, 1977

Sociology SOC 207

Thursday,3:30-5:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start date: September 8, 1977

Community Practice AD 211

Thursday, 5:30-7:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of effecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start date: September 8, 1977

Field Practice Seminar AD 212

Thursday, 2:00-3:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start date: September 8, 1977

Field Practice AD 100

Fee: $85.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practice AD 200

Fee: $100.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator.

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

Applications and information may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 12.

Human Growth and Development CHI 161

Wednesday, 3:00-5:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date: September 28, 1977

Caring for the Disturbed Child CHI 164

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date: September 28, 1977

Activities with Children CHI 165

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course will explore a variety of media through play and investigate broad areas of activities that require specific skills of a child. The essence of play is that the experience is more important than the result. It is through doing that structure actually emerges; the form of anything is latent in the process.

Start date: September 28, 1977

Introductory Psychology PSY 169

Wednesday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date: March 8, 1978

Introductory Sociology SOC 171

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. Intergroup relations, rural and urban communities, social classes and social institutions.

Start date: March 8, 1978

Group Process CHI 172

Wednesday, 3:00-5:30 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date: September 28, 1977

Empathy Training CHI 174

Wednesday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will enhance the students' understanding of self, develop the ability to enter into another person's feelings and to feedback verbally the message that the listener is fully attentive. Students also develop their potential for communicating messages that are congruent their feelings and develop the students problem solving ability.

Start date: March 8, 1978

Childhood Psychopathology CHI 261

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autistic, schizophrenia, etc.).

Start date: September 28, 1977

Caring for the Disturbed Child CHI 262

Wednesday, 3:00-5:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date: September 28, 1977

Treatment Philosophies CHI 268

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course is an introduction to therapeutic approaches extant in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Start date: September 28, 1977

Group Process II CHI 270

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

In this course the knowledge and skills developed in Group Process I and Empathy Training will be focused on the specific problems of the counselling relationship, organizational structures and functions, community involvement and professional development.

Start date: September 28, 1977

Therapeutic Programming CHI 271

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to examine the meaning and purpose of play fantasy and creativity in our lives with a particular focus on the child and his relationship with his environment. This explanation will lead to an understanding of children as they communicate to us through their play and creative experiences.

Start date: March 8, 1978

Working with Families CHI 272

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date: March 8, 1978

Adolescence CHI 275

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Start date: September 28, 1977

Field Practice CHI 160

Fee: $55.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings.
Field placements are arranged on an individual basis with the program coordinator.

Field Practice CHI 260

Fee: $55.00

A continuation of CHI 160.

Day Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

Applications and information regarding this program may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 12.

Infant and Child Development DCW100

Tuesday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and inter-related processes affected by both heredity and environment.

Start date: September 27, 1977

Infant Health & Well Being DCW101

Thursday, 6:00-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutritic and physical care.

Start date: February 2, 1978

Introductory Psychology PSY 102

Thursday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day care centres.

Start date: February 2, 1978

Mental Health DCW 103

Tuesday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Start date: September 29, 1977

Principles of Day Care DCW 104

Tuesday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.
The aims and objectives of "good" day care for infants, toddlers and preschool children will also be examined.

Start date: January 31, 1978

Creative Expression In Childhood DCW 105

Thursday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

The purpose of this course is to explore the importance of the creative process in young children. Students will examine how the process is activated, how it functions and how its universal aspects have implications In the modes of learning and self-expression of the growing child.

Start date: September 29, 1977

Introductory Sociology SOC 106

Thursday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Start date: September 29, 1977

Special Studies, Communications DCW 110

Tuesday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The emphasis in this course will be on the recording of observed behaviour of children. Students will gain practice in written, oral and non-verbal communication skills.

Start date: January 31, 1978

Field Practice DCW 113

Fee: $67.50

Field Practice DCW 114

Fee: $67.50

Field Practice DCW 212

Fee: $67.50

Field Practice DCW 213

Fee: $67.50

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Educational Assistants Certificate Program

This program is offered on a part-time basis for Educational Assistants who are currently employed by a Board of Education.

More detailed information regarding this program may be obtained from Linda Williamson, Division of Community Services, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212 local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 12.

Child Development EA 900

Tuesday, 5:00-6:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

A theoretical overview of child development with the focus on the pre-school to early adolescent years. A variety of theories will be examined with emphasis being placed on the humanistic view point.

Start date: September 6, 1977

The School and the Community EA 901

Tuesday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the interplay between the school and its surrounding community and study the implications of community involvement with the school.

Start date: September 6, 1977

Language and Listening Skills EA 902

Tuesday, 5:00-6:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the basic stages of language development and emphasize the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start date: January 10, 1978

Programing Skills EA 903

Tuesday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the theoretical concepts, practical skills and resources necessary for the Eductional Assistant to assist the teacher in effectively implementing programs for children.

Start date: January 10, 1978

Classroom Practice EA 904

Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting.

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Certificate was developed by and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

Admission requirements:
— grade 10 — mature persons nineteen years and over with less than grade ten will be considered individually.
— facility with English
— a personal interview is required

Length of Program — 456 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the Program may be obtained from:

Health Care Aide Program
Division of Community Services
George Brown College
Box 1015, Station "B"
Toronto, M5T 2T9
Telephone No. 967-1212 local 658

The following course leading to the Certificate will be offered as outlined below.

Communications CARE 900

Monday, 6:00-10:00 p.m.
Tuesday, 10:00 a.m.-2:00 p.m.
[Fall only]
Kensington Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start dates: October 3 and 4, 1977
January 16, 1978
April 3, 1978

The Human Body CARE 901

Tuesday, 6:00-10:00 p.m.
Tuesday, 10:00 a.m.-2:00 p.m.
[Winter only]
Kensington Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start dates: October 4, 1977
January 17, 1978
April 4, 1978

Personal Care CARE 902

Wednesday, 6:00-10:00 p.m.
Nightingale Campus
70 hours
Fee: $75.00

Students learn the basic principles of patient care with emphasis on the needs of residents in long-term facilities. The student will gain practical experience in an institution as well as receive classroom lecture and demonstration.

Start dates: October 5, 1977
January 18, 1978
April 5, 1978

Social and Emotional Needs CARE 903

Monday, 6:00-10:00 p.m.
[Fall and Spring]
Tuesday, 6:00-10:00 p.m.
[Winter only]
Tuesday, 10:00 a.m.-2:00 p.m.
[Spring only]
Kensington Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging, and institutionalization.

Start dates: October 3, 1977
January 10, 1978
April 3 and 4, 1978

Activation CARE 904

Thursday, 6:00-10:00 p.m.
Kensington Campus
50 hours
Fee: $55.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated in the course. Practical experience in an institution will permit opportunity for the student to apply the demonstrated skills.

Start dates: October 6, 1977
January 19, 1978
April 6, 1978

Non Credit Courses

Gestalt Awareness I PSY 900

Monday, 5:30-7:30 p.m.
Kensington Campus
20 hours
Fee: $25.00

This is a basic Introduction to the principles of Gestalt therapy. These principles can be utilized in one's approach to everyday living as well as becoming a valuable aid when working with others in a social service setting. *This is not a therapy group.*

Start date: October 3, 1977

Gestalt Awareness II PSY 901

Monday, 5:30-7:30 p.m.
Kensington Campus
20 hours
Fee: $25.00

This intermediate group is for people who have completed Gestalt Awareness I or who have had previous experience in a Gestalt group. The course will continue to explore in depth the principles and methodology of Gestalt.

Start date: February 6, 1978

Hearing Impaired

Total Communication (Part I) DEAF 900

Monday, 5:00-7:00 p.m.
or 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: An introductory course designed for those who come in frequent contact with, or work with, the deaf. The course is designed to give fluency in one-way conversation with a deaf person.
Two classes may be held depending upon enrolment. One class will commence at 5:00 p.m. and complete at 7:00 p.m., the other class from 7:00 p.m. to 9:00 p.m.

Start date: October 3, 1977

Total Communication (Part 2) DEAF 902

Monday, 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: The second part of the course is designed to give the student the ability to carry on a normal two-way conversation with deaf persons.

Start date: October 3, 1977

Total Communication (Part 3) DEAF 906

Monday, 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Development of the manual skills taught in Part II. Opportunities to practise before groups of hearing impaired people: (a) seminars, (b) meetings.
Development of the ability to convey the thought, intent and spirit of a speaker and to maintain the dignity and purity of the language of signs.

Start date: October 3, 1977

NOTE: For further information concerning Hearing Impaired courses phone 967-1212 ext. 433.

ELECTRO MECHANICAL

Electro-Mechanical

General Machine Shop (Upgrading) MACH 906A

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date: October 3, 1977

General Machine Shop (Pre-Job) MACH 906B

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date: October 4, 1977

Lathework MACH 541

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Prerequisite: MACH 540 or equivalent.
Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Start dates: October 4, 1977
February 7, 1978

Mechanical Maintenance — Part I MILL 900A

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Course Content: Machine tool terminology and operations, filing, sawing, drilling and reaming; wrenches and other hand tools. Shafts, keys, threads, fasteners, couplings, chain drives, belt drives, bearings and basic rigging including fiber and wire rope, slings and related hardware. Shop projects including Machine tool operations, benchwork, coupling, bearing fitting and aligning.

Start date: October 3, 1977

Mechanical Maintenance — Part II MILL 900B

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, simple and compound gear trains; basic hydraulic and pneumatic principles, components and circuits; air compressor types and components; conveyor types and terminology; trouble shooting and servicing. Shop assignments including machine tool and benchwork operations; pneumatic and hydraulic circuitry.

Start date: October 3, 1977

Numericel Control I MACH 902

Monday, 7:00-10:00 p.m.
Case Lome Campus
60 hours
Fee: $65.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Start dete: Octobar 3, 1977

Numericel Control II MACH 905

Monday, 7:00-10:00 p.m.
Cese Lome Campus
60 hours
Fae: $65.00

Prerequisite: Mach 904 or previous part programming experience.
Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements. motion statements, motion termination.
Note: This is a practical hands-on N/C computer course. This program will run when sufficient enrollment is achieved.

Start date: Merch 13, 1978

Injection Moulding PL 905

Thursday, 7:00-10:00 p.m.
Casa Lome Campus
30 hours
Fee: $65.00
Meterials: $10.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenes, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines; machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls, mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures; good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start dete: October 6, 1977

Welding I WELD 900

Tuesday (Fall term)
Monday end Wednasdey (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Faa: $65.00
Materiels: $15.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start detas: Octobar 4, 1977
Merch 27, 1978

Welding II WELD 901

Wednesday (Fall tarm)
Monday end Wednasday (Spring term)
7:00-10:00 p.m.
Case Loma Campus
60 hours
Fea: $65.00
Matariels: $15.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start detas: October 5, 1977
Merch 27, 1978

Welding III WELD 907

Thursday (Fell term)
Tuesday end Thursday (Spring tarm)
7:00-10:00 p.m.
Cesa Lome Campus
60 hours
Fae: $77.00
Meteriels: $18.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and ajustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Start detas: October 6, 1977
March 28, 1978

Welding Pre-Certification (A.S.M.E.) WELD 903

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $77.00
Meteriels: $33.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators, codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.

Start date: Octobar 3, 1977

Welding — Pipe — Uphill (S.M.A.W.) WELD 904

Monday and Wednesday
7:00-9:00 p.m.
Cese Lome Campus
60 hours
Faa: $90.00
Matarials: $60.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903; or (2) Boiler Inspection branch (A.S.M.E.) or Canadian Welding Bureau (C.W.B.) Certification for all positions.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators' codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.

Start date: Merch 27, 1978

Welding Ornamental Metalwork WELD 909

Tuesday (Fell term)
Tuesday and Thursday (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Faa: $77.00
Matarials: $8.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practical shop work consisting of the fabrication of various types of ornamental metal projects.

Start datas: October 4, 1977
Merch 28, 1978

Welding Aluminum and Stainless Steel (G.T.A.W. and G.M.A.W.) WELD 910

Tuasdey end Thursdey, 7:00-10:00 p.m.
Case Lome Campus
60 hours
Fee: $82.00
Metarials: $48.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flowmeters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.

Start dete: Merch 28, 1978

Registration for courses TEST 900 to TEST 907 must be made by phoning or writing to:

The Canadian Society for Non-destructive Testing
c/o Mohawk College of Applied Arts and Technology
Fennell Campus
135 Fennell Avenue West
HAMILTON, Ontario
L8N 3T2
PHONE: (416) 387-1655

Ultrasonic Testing I TEST 900

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $75.00

This is a basic course in Ultrasonic Testing which will be of particular interest to persons preparing to write the Junior Level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind Ultrasonic Testing.
Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Textbook: General Dynamics Manual, CT-6-4 "Ultrasonic Testing".

Start dates: October 4, 1977
March 28, 1978

Eddy Current Testing I TEST 901

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $75.00

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing.

Start dates: October 3, 1977
March 27, 1978

Ultrasonic Testing II TEST 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $75.00

Prerequisite: Ultrasonic Testing I or Certification to the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing".

Industrial Radiography I TEST 903

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
48 hours
Fee: $100.00

This is a course directed to the Radiographer who is preparing to write the Junior Industrial Radiography examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length of light; generation of X-rays and gamma rays; mathematics of radiography-inverse square law, law of reciprocity; radiographic sensitivity-definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection — Federal and Provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General Dynamics Manual CT-6-6 "Radiographic Testing".

Start dates: October 7, 1977
March 30, 1978

Industrial Radiography II TEST 904

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $75.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start dates: October 3, 1977
March 27, 1978

Liquid Penetrant and Magnetic Particle Inspection (LPI/MPI) TEST 907

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
36 hours
Fee: $85.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Course Content: Liquid penetrant — N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indications. Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials; selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretations.
Textbook: General Dynamics Manual, CT-6-3 "Liquid Penetrant Testing" and CT-6-3 "Magnetic Particle Testing".

Start dates: October 4, 1977
March 28, 1978

Electrical Apprentice Review EL 900

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start dates: October 3, 1977
February 6, 1978
April 3, 1978

Estimating For The Electrical Trade EL 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labour cost variables; non-productive labour; incidental and direct job cost; electric heating loads.

Start date: October 4, 1977

Hydro-Electric Power Commission Regulations EL 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, Interpretations, use of the Index, application of regulations.

Start datas: October 4, 1977
February 7, 1978

Electrical Drafting (Basic) A.T.E.C. Program EL 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Faa: $65.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; Isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Start data: October 4, 1977

Electrical Fundamentals A.T.E.C. Program (Approved) EL 905

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: MATH 100.
Course Content: Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Start data: October 3, 1977

Electrical Construction — Part I EL 907

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Start datas: October 3, 1977
February 6, 1978

Electrical Construction — Part II EL 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Start dates: Octobar 4, 1977
February 7, 1978

Electrical Construction — Part III EL 909

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

Start datas: October 4, 1977
February 7, 1978

Industrial Electronic Controls Part I EL 910

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fae: $65.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Circuit components, meter applications, thermistors, photo devices characteristics, bridge circuits, zener diodes, oscilloscope familiarization, transistor switching, theory and shop.

Start data: Octobar 6, 1977

Industrial Electronic Controls Part II EL 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fae: $65.00

Prerequisite: EL 910.
Course Content: Common emitter amplifier, common base amplifier, common collector amplifier, SCR characteristics and control, SCR converter, UJT transistors, UJT — SCR power control, Schmitt trigger, resistive sensitive relay, voltage sensitive relay, photo electric devices, photo electric relays, diode and transistor logic, theory and shop.

Start date: Octobar 3, 1977

Industrial Electronic Controls Part III EL 912

Saturday, 6 hours
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 911.
Course Content: Timing circuits, UJT timing relay, transistor timing relay, multivibrators, register controls, Eddy current clutch drives, variable DC motor devices, variable AC motor drives, resistance welder controls, programmable controllers, theory and shop.

Start date: Octobar 8, 1977

Electrical Blueprint Reading ELDR 612

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fea: $65.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start datas: October 3, 1977
February 6, 1978

Electronic Fundamentals — Part I ELTC 900

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

Start datas: October 3, 1977
April 3, 1978

Electronic Fundamentals — Part II ELTC 901

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fea: $65.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Start dates: October 4, 1977
April 4, 1978

Electronic Fundamentals — Part III (Radio) ELTC 902

Thursday, 7:00-10:00 p.m.
st. James Campus
60 hours
Fea: $65.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multi-vibrators.

Start date: October 6, 1977

Electronic Fundamentals — Part IV (Television) ELTC 903

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Sawtooth generators; flip-flop; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video IF section; video amplifiers; picture tubes; sound channels; sync signals, sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage suppliers; UHF tuners; antennas; transmission lines; component television receivers; servicing techniques.

Start date: October 6, 1977

Colour Television ELTC 909

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Start date: October 6, 1977

Computer Systems ELTC 906A

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Basic programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; I/o bus., peripheral controls; laboratory work, programs in assembler language, construction in interface units.

Start date: February 9, 1978

Cable Television Practice (Basic) ELTC 913

Monday and Wednesday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Recommendation of employer.
Course Content: Introduction to T.V., sync and composite signals; B & W and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSWR, losses and reflection; amplifiers; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices, tap offs; installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date: October 3, 1977

Microprocessors ELTC 917

Tuesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Programming and use of popular microprocessors are studied in a laboratory setting; architectural comparisons are made in relation to suitability for special applications. A microprocessor will be available for personal use with the payment of an optional laboratory fee of $150.00.
Course Content: Popular microprocessor architectures, programming techniques, interfacing using available support logic, microprocessor memories, applications and trends.

Start dates: October 4, 1977
February 7, 1978

Logic ELTC 906

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 904 or equivalent. background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and errot detection; A/D and D/A conversion; laboratories.
NOTE: this course is a prerequisite for ELTC 906A (Computer systems).

Start date: February 9, 1978

Video Tape Recorders Theory and Maintenance ELTC 912

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory of video tape recording principles; magnetic recording process; tape magnetization; single track, multi-track, vertical and slanted tracks; signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; FM signal differentiation; low pass filter; white clipper; limiter; d-c restoration; servo-operation; basic editing and colour signal recording principles; time base correction, editing and time-code recording methods, ENG (Electronic new gathering) applications.

Start date: October 4, 1977

Introductory ETV and Broadcast Maintenance ELTC 915

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory and techniques as applicable to closed television circuit operations found in broadcast studies, educational television, community cable television centers, and related fields; audio distibution systems and level standards, monitoring, equalization, and matching requirements, the audio console, equipment and system testing parameters and methods, magnetic recording and playback channel evaluations; r-f and video distribution systems, the monochrome and NTSC color TV signal, types of TV monitors and synchronization, basic video switching and special effects functions, circuit analysis of TV cameras and alignment principles, the telecine or TV film camera, basic test procedures and interpretations of synthetic TV test signals, VIT (Vertical Interval TV signals), equipment and system measurements and evaluations, solid state TV picture pick-up devices, comparing analogue and digital TV signal distribution.

Start date: October 3, 1977

FASHION
TECHNOLOGY

Fashion Technology

Creative Fashion Design
Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment.

Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.

Apparel Construction I DRES 141X

Monday, 7:00-10:00 p.m.
Saturday, 10:00 a.m.-1:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric laying-out patterns; sewing techniques (hand and domestic machine).
Note: This course will be offered on Saturday during the Fall Term only and will have special application for Senior Citizens at the usual Senior Citizens' fee of $5.00 plus the $5.00 eqipment fee.

Start dates: October 3, 1977
October 8, 1977
April 10, 1978

Apparel Construction II DRES 145X
(Dressmaking Intermediate)

Wednesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or equivalent.
Course Content: Continuation of DRES 141X — the proper selection of style and pattern to suit the wearer and material; fashions and their changes; knits and stretch fabrics techniques; intimate wear and lingerie; special finishes.
Student to supply materials.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

Apparel Construction III DRES 151X
(Dressmaking Advanced)

Tuesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X and/or DRES 145X.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Start dates: October 4, 1977
July 4, 1978

Apparel Pattern Drafting I (Elementary) PAT 141X

Monday, 7:00-10:00 p.m.
60 hours
Kensington Campus
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (men's, women's and children's wear); drafting directly "on the flat" (i.e. on paper); in manufacturing sizes to a "price line".
Students supply own materials.

Start dates: October 3, 1977
April 10, 1978

Apparel Design I (Men's Pattern Design) PAT 142X

Monday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Start dates: October 3, 1977
April 10, 1978

Apparel Pattern Drafting II (Intermediate) PAT 143X

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Intermediate pattern drafting (women's and children's wear) embellishing PAT 141X.

Start dates: October 4, 1977
January 10, 1978
April 11, 1978

Fashion Illustration I (Elementary) (Apparel Design) PAT 144X

Thursday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Artistic aptitude.
Course Content: Elementary course in fashion art to show fashion, style design, fabric texture.
Student to supply own materials.

Start dates: October 6, 1977
April 13, 1978

Modelling (Fashion) FASH 110X

Tuesday, 6:30-9:30 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Course Content: Fashion runway modelling — fashion showing, self improvement.

Start dates: October 4, 1977
January 10, 1978
April 11, 1978

Theory and Recognition of Furs (Introduction) FUR 543X

Monday and Tuesday, 3:00-4:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Instructor's evaluation or employment in fur industry.
Course Content: Recognition of wild and ranched furs in skin form.

Starts every Monday.

Fur Manufacturing Techniques (Elementary) FUR 544X

Monday, 9:00-12:00 noon
Thursday, 9:00-12:00 noon and 1:00-4:00 p.m.
Kensington Campus
90 hours
Fee: $95.00
Equipment Fee: $5.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments.
Students may purchase required pelts at cost and must supply own tools.

Starts every Monday.

Leather Manufacturing Techniques LTH 544A

Wednesday
9:00-12:00 noon, 1:00-4:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Equipment Fee: $5.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts every Monday.

Fur and Leather Fashions FUR 545A

Friday
9:00-12:00 noon, 1:00-4:00 p.m.
Kensington Campus
50 hours
Fee: $55.00
Materials: $5.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts every Monday

Work Management I (Time Studies) — (Apparel) AT 100X

Monday, 9:00 a.m.-1:00 p.m.
Kensington Campus
64 hours
Fee: $70.00
Equipment Fee: $5.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards.

Start date: September 12, 1977

Work Management II (Time Studies & Standard Data) AT 101X

Monday, 9:00 a.m.-12:00 noon
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Prerequisite: AT 100X or equivalent industry experience.
Course Content: Continuation of AT 100 with emphasis on methods and motion study and standard data for apparel production.
Students to supply own stop watches and boards.

Start date: January 9, 1978

Needle Trade Technology II (Sewing Machine Repairs) — Elementary AT 152

Monday, 6:30-9:30 p.m.
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Prerequisite: Demonstrated mechanical aptitude.
Course Content: Some mechanics of sewing machines, history, justifying purchase, variations, efficient uses and common repairs (elementary).

Start date: September 12, 1977

Needle Trade Technology III (Machine Repairs — Intermediate) AT 262

Tuesday, 6:30-8:30 p.m.
Kensington Campus
32 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: AT 152 or related industrial experience.
Course Content: Continuation of AT 152 leading to more difficult problems of sewing machine repair by stitch types.

Start date: April 4, 1978

Operator Training I AT 161X

Wednesday, 1:00-4:00 p.m. or
Friday, 9:00-12:00 noon
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Start date: September 7, 1977

Sewing Machine Operation i (Singie-needie) SEW 141X

Any two afernoons [Monday to Friday]
2:00-5:00 p.m.
Kensington Campus
120 hours
Fee: $125.00
Equipment Fee: $10.00

Prerequisite: Instructor's evaluation and coordination test.
Course Content: Single-needle lock stitch flat-bed machine; 240 hours performance objective program leading to speed, stamina, rhythm in sewing on professional machine; use of steam iron on trolley; 120 hours first semester.
Students to supply own bobbins and garment fabric.

Starts every Monday

Serger Machine SEW 542X

Monday to Friday
12:00 noon -3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X
Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants.Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine SEW 543X

Monday to Friday
12:00 noon-3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment fee: $5.00

Prerequisite: SEW 141X
Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Button-Hole and Button Sewer Machine SEW 544X

Monday to Friday
12:00 noon-3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X
Course Content: How to use button-hole and button sewer as used in Ontario apparel plants.

Starts every Monday

Sewing Machine Operation ii (Singie-Needle) SEW 551X

Monday to Friday
12:00 noon-3:00 p.m.
Kensington Campus
120 hours
Fee: $125.00
Equipment Fee: $10.00

Prerequisite: SEW 141X.
Course Content: As SEW 141X, final 120 hours of performance objective program for part-time students during regular classes.
Students supply bobbins and garment fabric. Certificate awarded upon completion.

Starts every Monday

Speciai Sewing Machines SEW 900

Wednesday, 6:00-9:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Ability to use single-needle sewing machine.
General interest course in which the student will learn to use the serger, blind-stitch, off-the-arm, button-sewer, button-holer, and zig-zag machines. Some machines have automatic needle positioners and thread-cutters.

Start dates: October 5, 1977
January 12, 1978
April 13, 1978

Men's Clothing I FASH 904

Monday, 6:30-9:30 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Designed for those working in apparel stores. Interest is more important than extensive experience.
Course Content: Taping and measuring; figure description; proper writing up of orders, fitting and try-ons; some common alterations and markings for made-to-measure.
Students to supply own tapes.

Start date: October 3, 1977

Tailoring i DRES 146X

Tuesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial techniques. Some men's and children's tailoring.
Students supply own materials.

Start date: October 4, 1977

Metrication in Apparel industry (Men's Wear Sector) SI 901

Monday, 6:30-9:30 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Course Content: Introduction of metric measurements in apparel industry and how to use and relate to men's wear patterns and designs; use in marker-making and fabric utilization.

Start dates: October 3, 1977
January 9, 1978
April 10, 1978

Metrication in Apparel industry ii (Women's Wear Sector) SI 902

Monday, 6:30-9:30 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Course Content: Introduction of metric measurements in apparel industry and how to use and relate to women's wear patterns and designs; use in marker-making and fabric utilization.

Start dates: October 3, 1977
January 9, 1978
April 10, 1978

Furniture and Furnishings

Furniture Finishing FURN 103X

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
Fee: $65.00
Equipment Fee: $5.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Start date: October 3, 1977

Furniture Upholstery i FURN 104X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling.
Students supply own materials.

Start date: October 3, 1977

Drapery (Slipcovers) FAB 252X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: How to measure and make drapes and slip covers.
Students supply own materials.

Start date: October 3, 1977

Interior Design FURN 207X

Wednesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Course Content: The physical relation of people to interior environment — plans, scales, colours.
Students supply own Instruments, brushes and paints.

Start date: October 5, 1977

Grooming

Ladies' Hairstyling HAIR 900

Monday and Wednesday,
7:30-10:30 p.m.
Kensington Campus
60 hours
Fee: $100.00

Prerequisite: Ontario Certification of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing, and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Start date: October 3, 1977

Men's Hairstyling BARB 900

Wednesday, 7:30-9:30 p.m.
Kensington Campus
60 hours
Fee: $100.00

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing, back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Start date: October 5, 1977

Watchmaking/Jewellery

Watchmaking WATCH 901

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: Current employment in the watchmaking industry.
This is a long range program consisting of several units. Students may re-enroll for several years. Practicing watchmakers who wish to improve their knowledge in any given area may take up any one unit they desire. Beginners must progress in the order in which the units are organized.
Course Content: Lathe work, clock work, balance work, hairspring manipulations, jewelling techniques, watch overhaul and lubrication, watch adjustments, automatic and calendar watches, part replacement and interchangeability, waterproofing watch cases.

Start date: October 4, 1977

Basic Clock Repairing WATCH 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $15.00

Course Content: Theory: Pendulums and balance wheels as frequently occuring; alarm, striking and chiming mechanism. Shop: Replacing of mainsprings, staffs, suspension springs, fittings of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up of escapements.

Start date: October 4, 1977

Jewellery (Introduction) JWL 160A

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Current employment in the industry or hobbyist.
Course Content: Introduction to jewellery making; finishing, hard soldering, finishing and polishing of precious metals; elementary jewellery repairs.
Students supply own materials.

Start date: October 5, 1977

Jewellery — Beginners (Casting) JWL 160B

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Introduction to casting techniques; precious metals; cuttlefish casting.
Students supply own materials.

Start date: October 4, 1977

Jewellery (Intermediate) JWL 160C

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and repairs as indicated. Leads to JWL 260A.
Students supply own materials.

Start date: April 10, 1978

Jewellery (Refresher — Introduction) JWL 160D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start date: April 11, 1978

Gem Setting JWL 162X

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Start date: October 6, 1977

Gem Setting (Refresher) JWL 162D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 162X.
Course Content: additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date: April 11, 1978

Engraving — Beginners JWL 163X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Start date: October 3, 1977

Jewellery Making (Silversmithing) JWL 164X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Follows JWL 160C to work in silver.
Students supply own materials.

Start date: October 4, 1977

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional bench time and projects.

Start date: April 11, 1978

Jewellery Making (Enamelling) ENA 170X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00
Equipment Fee: $5.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date: October 3, 1977

Jewellery Making (Refresher) (Enamelling) ENA 170D

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $50.00
Equipment Fee: $5.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date: April 10, 1978

Jewellery — Advanced JWL 260A

Tuesday & Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A and C.
Course Content: Advance segment of JWL 160A and C — finishing, soldering, polishing.
Students supply own materials.

Start date: October 4, 1977

Jewellery — Advanced (Casting) JWL 260B

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160B.
Course Content: Jewellery making advanced segment (casting). Refinement of techniques.
Students supply own materials.

Start date: October 5, 1977

Jewellery — Advanced (Refresher) JWL 260C

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start date: April 11, 1978

Jewellery — Advanced (Refresher) (Casting) JWL 260D

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 260B.
Course Content: Review of casting techniques and refinement of skill through additional casting, room time and projects.
Students supply own materials.

Start date: April 12, 1978

Jewellery Making (Lapidary) JWL 903

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.
Students supply own materials.

Start date: October 5, 1977

Jewellery Design DES 169X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start date: October 4, 1977

Jewellery Design DES 169D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: DES 169X
Course Content: Review of principles of good design; sketching; drawing and further study of features of well-designed jewellery.

Start date: April 11, 1978

Gemmology

Course numbers GEM 167X, 267X, and 367X are credit courses in the Jewellery Arts program at George Brown College. They are consistent with the correspondence courses of the Gemmological Association of Great Britain. Students in George Brown College Gemmology courses can receive the Association's certification only if they successfully pass the examinations set by the Association.

In order to be accepted for sitting the Association's examinations, students must write to The Gemmological Association of Great Britain, St. Dunstan's House, Carey Lane, London EC2, England, preferably during the summer after successful completion of GEM 167X.

Gemmology I GEM 167X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cuts and shapes.

Start date: October 4, 1977

Gemmology II (Intermediate) GEM 267X

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: GEM 167X
Course Content: Study of precious stones.

Start date: October 6, 1977

Ceramics

Sixty-hour courses run Monday and Wednesday, and Tuesday and Thursday, 9:00-12 noon, and/or 1:00-4:00 p.m. and 7:00-10:00 p.m. Thirty-hour courses are run Friday, 9:00-12:00 noon, 1:00-4:00 p.m. — Fall, Winter, Spring.

Cost of firing is included in the materials charge for all ceramics courses.

Basic Ceramics CER 900

Casa Loma Campus
30 hours
Fee: $35.00
Materials: $15.00

Course Content: Introduction to wheel techniques; hand building, glazing, decorating and kiln work.

Start dates: October 10, 1977
January 9, 1978
March 27, 1978

Ceramics 1 CER 101X

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Wheel techniques, hand building, glazing, decorating and kiln work.

Start dates: October 10, 1977
January 9, 1978
March 27, 1978

Ceramics 2 CER 151X

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: CER 101X or equivalent.
Course Content: Advanced classes for CER 101X.

Start dates: October 10, 1977
January 9, 1978
March 27, 1978

Ceramics 3 CER 201X

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: CER 151X or equivalent.
Course Content: Advanced classes for CER 151X at student's speed.

Start dates: October 10, 1977
January 9, 1978
March 27, 1978

Ceramics 4 CER 251X

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: CER 201X or equivalent.
Course Content: Advanced classes for CER 201X.

Start dates: October 10, 1977
January 9, 1978
March 27, 1978

Ceramics (Beginners) CER 902

Monday to Friday
9:00 a.m.-12:00 noon and
1:00-4:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $35.00

Course Content: Introduction to ceramics, history, materials, wheel techniques, maintenance of equipment; hand building, glazing, decorating and firing.

Start dates: September 12, 1977
June 5, 1978
July 10, 1978
August 14, 1978

Ceramics (Elementary) CER 901

Monday to Friday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00
Materials: $20.00

Course Content: Techniques for the potter's wheel; hand glazing, decorating; kiln work.

Start date: September 12, 1977

Stuffed Toys and Animals FT 810

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: Basic knowledge of hand or machine sewing.
Course Content: Layout of pattern, cut and sew to ensure parts fitting over stuffing, etc. Invisible finishing, faces, wigs, movable arms; sources of material, potential markets.
Students must purchase own supplies.

Start dates: October 4, 1977
January 10, 1978
April 11, 1978

Window Display I DISP 900

Monday & Wednesday,
7:00-10:00 p.m.
Kensington Campus
45 hours
Fee: $65.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts, uses of window display; types, timing, props, colour and materials used discussed and demonstrated. This course leads to Display II and Display III.

Start date: October 3, 1977

Window Display II DISP 901

Tuesday & Thursday, 7:00-10:00 p.m.
Kensington Campus
45 hours
Fee: $65.00

Prerequisite: Window Display I or experience.
Course Content: Preparing merchandise; flooring, lighting and plans; sketches, sources of ideas; installing backgrounds and props; placing signs and items; budgeting.

Start date: January 10, 1978

Window Display III DISP 902

Tuesday & Thursday, 7:00-10:00 p.m.
Kensington Campus
45 hours
Fee: $65.00

Prerequiste: Window Display II or experience.
Course Content: Displays for special events, holiday items, etc.

Start date: April 11, 1978

Elementary Weaving WEAV 101X

Wednesday & Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $75.00

Course Content: Small hand looms basics. Students supply own materials.
Limited class enrollment.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

Elementary Weaving II WEAV 151X

Wednesday & Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $75.00

Prerequisite: WEAV 101X or equivalent.
Course Content: Continuation of WEAV 101X.
Students supply own materials.
Limited class enrollment.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

Advanced Weaving WEAV 201X

Wednesday & Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $75.00

Prerequisite: WEAV 151X or equivalent.
Course Content: Large hand looms; projects.
Students supply own materials.
Limited class enrollment.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

Advanced Weaving WEAV 251X

Wednesday & Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $75.00

Prerequisite: WEAV 201X.
Course Content: Continuation of WEAV 201X.
Students to supply own materials.
Limited class enrollment.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

Macrame ART 801

Wednesday, 7:00-10:00 p.m.
Kensington Campus
20 hours
Fee: $25.00

Course Content: Basic concepts of macrame.
Students supply own materials.

Start dates: October 5, 1977
January 11, 1978
April 12, 1978

FOOD

AROUND

Some of the courses do not indicate the day of the week. Verification of the day can be obtained by calling 967-1212 Local 613/689

Food Technology

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advance small quantity food, advance baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only

Basic Small Quantity Food FP 730X

Monday, Tuesday or Wednesday
6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $45.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start Dates: October 3, 1977
February 20, 1978

Basic Baking BK 610X

Monday, 6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $25.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start dates: October 3, 1977
January 16, 1978

Advanced Small Quantity Food FP 731X

Thursday, 6:00-10:00 p.m.
Kensington Campus
60 hours
Fae: $65.00
Materials: $60.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start dates: October 6, 1977
February 23, 1978

Advanced Baking BK 634X

Wednesday, 6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $30.00

Prerequisite: Basic Baking. BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start dates: October 6, 1977
January 18, 1978

Appreciation of Wines Spirits and Liqueurs F 807

Monday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $45.00

Prerequisite: Over 18 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Start dates: October 3, 1977
January 16, 1978

Chinese Cuisine F 810

Tuesday 7:00-10:00 p.m.
Kansington Campus
30 hours
Fee: $35.00
Materials: $15.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

S ***Start dates: October 4, 1977***
January 17, 1978

Advanced Chinese Cuisine F 818

Thursday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisite: Basic Chinese Cuisine F810.
Course Content: This course brings you from basic Chinese cooking to the wonderland of other unexplored approaches and ingredients associated with authentic Chinese gourmet dishes such as crispy chicken, sizzling rice, shark's fin soup and peking duck, etc. Demonstration only. Class product tasted by participants.

Start dates: October 6, 1977
January 19, 1978

Advanced Wine Appreciation F 811

Wednesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $95.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.

Start dates: October 5, 1977
January 18, 1978

Junior Gourmet Cooking F 815

Saturday, 10:00 a.m. - 1:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisites: 10 - 16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start dates: October 15, 1977
April 15, 1977

Junior Gourmet Cooking (Advanced) F 819

Saturday, 10:00 a.m.-1:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Prerequisties: Junior Gourmet Basic F815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date: January 14, 1978

Mixology (Cocktail Bartending) BAR 503X

Monday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Prerequisite: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Start dates: October 3, 1977
January 16, 1978

Meat Trade Theory Retail Meat Cutting MC 613X

Tuesday 7:00-10:00 p.m.
Kansington Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start data: October 4, 1977

Decorating Craft BK 639X

Tuesday 7:00-10:00 p.m.
Kansington Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions — techniques and methods.

Start data: October 4, 1977

Meat Cutting for the Home Enthusiast F 817

Monday, 7:00-10:00 p.m.
Kensington Campus
18 hours
Fee: $25.00
Materials: $140.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of pork, lamb and poultry and *the finished product will become the personal property of the student.*
The students will engage in the cutting and boning of chicken and chicken parts, boning, shaping and tying of pork and lamb legs, loins, racks and shoulders. Economical utilization and storage of these cuts will be stressed. The students will participate in the cutting of the following unique cuts; crown, cushion and french roasts, butterfly, pocket and french chops and cutlets of pork and lamb.

Start dates: October 3, 1977
January 16, 1978

GRAPHIC ARTS

Graphic Arts

General Note:

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105X, GR 205X and GR 305X for a Certificate in Process Camera, or GR 115X, GR 116X and GR 216X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are six major subject areas:

Graphic Design
Signwriting
Visual Communications
Printing Technology
Screenprinting
Woodcarving

Graphic Design & Woodcarving
Schedule of Starting Dates

	Oct/1977	Feb/1978
GRAPHIC DESIGN		
GD 100X	3rd	13th
GD 101X	4th	14th
GD 201X	4th	14th
GD 212X	5th	15th
GD 205X	5th	15th
WOODCARVING		
GD 804	3rd	

Graphic Design

Still Life Drawing and Painting GD 100X

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: Fundamentals of still life rendering. The student may start with charcoal drawing of still life objects followed by monochrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in color.

Start dates: October 3, 1977
February 13, 1978

Life Drawing GD 101X

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic contour drawing concentrating on the positive and negative shapes, followed by 25 minute poses. Later the student will do full shaded drawings with the model holding a sustained pose for the lesson. Advanced students may undertake additional work.

Start dates: October 4, 1977
February 14, 1978

Illustration GD 201X

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Start dates: October 4, 1977
February 14, 1978

Advertising Design GD 212X

Wednesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in Art.
Course Content: This course is designed to give the theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberlith overlays. The student will be given some experience in preparing mechanical camera-ready art work.

Start dates: October 5, 1977
February 15, 1978

T.V. Graphics GD 205X

Wednesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. In relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 mm. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Start dates: October 5, 1977
February 15, 1978

Woodcarving GD 804

Monday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start date: October 3, 1977

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press Binding and Finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by "hands-on" participatory courses.

Printing Technology
Schedule of Starting Dates

	Sept. 1977	Oct. 1977	Nov. 1977	Dec. 1977	Jan. 1978	Feb. 1978	Mar. 1978	Apr. 1978
COMPOSITION								
GR 100X	24th					4th		
GR 202	27 & 29							
GR 208X	28th					7 & 9		
GR 302A	27 & 29					1st		
GR 302B	24th					7 & 9		
GR 322A	28th							
GR 322B	24th					4th		
PHOTOMECHANICAL REPRODUCTION — STRIPPING AND PLATEMAKING								
GR 105X	28th		30th			8th		12th
GR 205X	26th					6th		
GR 305X			28th					10th
GR 308X		22nd				11th		
GR 110X	28th		30th			8th		12th
GR 210X	28th					8th		
GR 310X			30th					12th
MACHINE PRINTING								
GR 214X	20th							
GR 215X					24th			
GR 115X	20th				24th			
GR 115A	19th				30th			
GR 116X	20th				24th			
GR 216X	22nd				26th			
GR 217X	20th				24th			
BINDERY								
GR 125A	7th				4th			
GR 125B	8th				5th			
GR 225A	7th				4th			
GR 225B	8th				5th			
GR 325A	7th				4th			
GR 325B	8th				5th			

PRINTING TECHNOLOGY

Introduction to Typography GR 100X

Saturday, 8:00 to 12 noon
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is intended for persons employed in copy preparation departments, publishing, and information offices. A workshop approach to the subject is provided through a balanced program of lectures and practical work. The course will provide the layperson with a background to enable him/her to make basic decisions in the design of printed communications. The emphasis throughout the course will be on the workshop aspect. Historical and technical information will be dealt with in as much detail as is required to understand typography.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start dates: September 24, 1977
February 4, 1978

Photocomposition (Operation AKI Keyboards inputting to VIP) GR 202

Tuesday, 6:00-10:00 p.m. or
Thursday, 6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisites: Typing to a level of 25 wpm minimum (to obtain employment 50 wpm is usually required); some knowledge of basic typesetting concepts, or permission of the instructor.
Special students: Employers, salesmen/women and other non-production personnel may take this course as special students. Such persons should make known their intention to the instructor at the start of the course and will be given a grade of K (incomplete). Failing to follow the above procedure may otherwise result in a grade of 'F'. Preference will be given to those seeking employment in the skill of keyboard operating.
Course Content: This course is an individual learning program in which students may progress at their own speeds. The course covers all the basic machine instructions on the VIP and ranges in difficulty from straight text setting to complex tabular. Some storing and formatting is given.

Start dates: September 27 and 29, 1977
February 7 and 9, 1978

Photocomposition (Basic Maintenance — Mergenthaler VIP) GR 208X

Wednesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Employment in a typesetting related field, or permission of the instructor.
Course Content: Designed to teach basic maintenance on the Mergenthaler VIP. The content will cover optics cleaning and adjustments; reader maintenance; general mechanical and electro-mechanical servicing; filmstrip care; and other related matters. In addition, processing of job tapes and program tapes will be taught.

Start dates: September 28, 1977
February 1, 1978

Paste Make-Up (Also called Artwork or Mechanicals) GR 302A

Tuesday, 6:00-10:00 p.m.
Thursday, 6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $15.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and the assembly of paper positives. The course covers a wide variety of projects ranging from simple one colour postcards to advanced camera-ready artwork using amberlith overlays for multi-colour work.
The student will produce paper positives using various darkroom techniques — negative stats being produced in a small camera. He/she will also be taught the use of a CG7200 Headliner (photosetter). Hand ruling will be taught using technical pens to produce ruled forms.

Start dates: September 27 and 29, 1977
February 7 and 9, 1978

Film Assembly GR 302B

Saturday, 8:00-12:00 noon
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisites: One year of typesetting experience or the approval of the instructor.
Course Content: Some basic paste make-up techniques are taught at the beginning of this course (however, it should be noted that this is in no way a paste make-up course — see GR 302A). Included is an assessment of quality of reproductions; assembly of required tools and materials; hand ruling and the use of various drawing instruments. The correction of positive film with other photo products will be taught. A limited number of darkroom techniques will also be offered.

Start date: September 24, 1977

Cold Type Mark-Up (General) GR 322A

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Employment in typesetting related field; or, permission of the instructor.
Course Content: Mark-up techniques used in the field of commercial typesetting. The content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the kinds of work concerned. Tours of typesetting plants may be arranged. A series of progressive mark-up assignments will be required of the student.

Start date: September 28, 1977

Cold Type Mark-Up (Advanced VIP Course) GR 322B

Saturday, 9:00-12:00 noon
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisites: Completion of GR 202, with a grade of at least "B"; or, one year's experience operating a keyboard in-put to a Merganthaler VIP. Admission may be also granted at the instructor's discretion.
Course Content: Typeface identification, factors underlying typeface choice, appropriate size selection, analysis of samples of typeset material, typographic style considerations. The student will plan and mark-up a series of progressively more complex pieces of raw copy and be required to typeset the same using the College's VIP phototypesetter.

Start dates: September 24, 1977
February 4, 1978

Photomechanical Reproduction — Basic (Black and White Camera) GR 105X

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates: September 28, 1977
November 30, 1977
February 8, 1978
April 12, 1978

Photomechanical Reproduction — Advanced (Black and White Camera) GR 205X

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 105X or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dates: September 26, 1977
February 6, 1978

Photomechenical GR 305X
Colour Reproduction (Offset)

Mondey and Tuesday, 6:00-10:00 p.m.
St. Jemes Cempus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 205X or equivalent experience.
Course Content: Designed for students with line and half-tone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlarger and related equipment.

Start dates: November 28, 1977
Aprll 10, 1978

Photomechanicel GR 308X
Colour Seperetion
(Electronic Scenner)

Saturday, 9:00 e.m.-4:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materiels: $25.00

Prerequisites: Completion of GR 305X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and color computer, screening, proofing, future trends.

Start detes: October 22, 1977
February 11, 1978

Film Impositlon end GR 110X
Printing Surfece Preperation
(Basic Stripping and Platemeking)

Wednesday and Thursdey,
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Preference will be given to candidates employed In the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats contalning negatives, half-tone negatives, line colour negatives and duo-tones. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are part of this course.

Start dates: September 28, 1977
November 30, 1977
February 8, 1978
April 12, 1978

Film Impositlon end GR 210X
Printing Plete Surfece Preperetlon
(Advanced Stripping)

Wednesdey and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Meteriels: $25.00

Prerequlsite: Completion of GR 110X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

Stert detes: September 28, 1977
February 8, 1978

Film Impositlon end Printing GR 310X
Surface Preparetlon
(Colour Stripping end Platemaking)

Wednesday and Thursdey
6:00-10:00 p.m.
60 hours
St. James Cempus
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 210X or equivalent experience.
Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

Start dates: November 30, 1977
April 12, 1978

Machine Printing GR 214X
(Flexography)

Tuesday, 6:00-10:00 p.m.
St. Jemes Cenipus
60 hours
Fee: $65.00
Meterials: $15.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of flexographic printing process, rolls, inks, tension controls, register, electrical controls, oven dryer, rewind, plate mounting.

Start dete: September 20, 1977

Machine Printing GR 215X
(Rotogravure)

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Meterials: $15.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of rotogravure printing process, rolls, inks, web tension controls, doctor blades, register, electrical controls, oven dryer, rewind.

Stert date: Januery 24, 1978

Machine Printing GR 115X
Multilith (Besic)

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A or GR 116X.

Start dates: September 20, 1977
Jenuary 24, 1978

Machine Printing GR 115A
Multilith (Advenced)

Mondey, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Completion of GR 115X or a working knowledge of 1250 Multiliths.
Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116X.

Stert dates: September 19, 1977
Januery 30, 1978

Machine Printing GR 116X
Single Colour Offset Press (Besic)

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 115X or equivalent knowledge of printing and printing machinery.
Course Content: Offset lithography on single color, Heidelberg, Harris and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

Start detes: September 20, 1977
Jenuary 24, 1978

Machine Printing GR 216X
Single Color Offset Press
(Intermediate)

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 116X or the equivalent knowledge of offset lithography.
Course Content: Colour matching. Projects run during this course will include one colour, multi colour and process work.

Start dates: September 22, 1977
Januery 26, 1978

Machine Printing GR 217X
Two Colour (Offset Press)

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Candidates presently running single colour presses or having completed GR 216X.
Course Content: Practical application of two colour offset printing, alcohol dampening systems, register, cylinder arrangements, application of pH, chemistry of paper and ink, multi colour and process colour jobs and quality control on press runs.

Start dates: September 20, 1977
January 24, 1978

Bindery GR 125A-B
GR 225A-B
GR 325A-B

St. James Campus
60 hours
Fee: $65.00
Men — Monday or Tuesday or Thursday as required 6:00-10:00 p.m.
Women — Wednesday 6:00-10:00 p.m.

Prerequisite: Elementary Mathematics.
Course content: Use of a selection of the following equipment with an aim of giving the student a thorough understanding of the equipment.
42" Seybold guillotine Cutter (12 channel autospacer)
45¼" Polar Guillotine Cutter (autospacer controls)
17½" x 22½" Baum Folder, Pile Feed, Model 22
20" x 26" Baum Folder, Pile Feed, Model 43
26" x 40" Baum Folder, Continuous Feeder (Dial-O-Matic Control), Model 433
20½" x 31½" Stahl Folder, Pile Feed, Model 4KTL (Combination Buckle & Knife Folder)
Muller Automatic Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Muller Gathering Machine, Type 201
Muller Pony 5 Roto-Binder
Smyth No. 12 Book Sewing Machines
Smyth No. 24 Casing-In Machine
Smyth Rounding & Backing Machine
Foil Stamping Press
Nygren-Dahly Rotary Perforator
Challenge Paper Drill
Singer Sewer — side sewing
Cohasset Tipper
Cerlox, table top combo
Book Back Stripper, table-top model
Schaefer table-top Gluer
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category.

GR 125A	GR 225A	GR 325A
GR 125B	GR 225B	GR 325B

Courses start in September 7 (women) and September 8 (men), 1977. Also January 4 (women) and January 5 (men), 1978.

Screen Printing & Signwriting Courses

Schedule of Starting Dates

	Sept/77	Mar/78
SP901	28th	1st
SP903	26th	
SIGN 900	27th	

Screen Printing SP 901
(Silk-screen) Basic

Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is designed as an introduction, to enable the student to complete a number of projects, such as: greeting cards, T shirts, place mats or posters.
Instructional Content: Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates: September 28, 1977
March 1, 1978

Screen Printing SP 903
(Silk-Screen) Advanced

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Completion of SP 901 (Basic) or equivalent industrial experience.
Instructional Content: Operation of process camera, line and halftone filmmaking, film imposition, preparation of indirect and direct photo stencils and machine printing. A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date: September 26, 1977

Signwriting SIGN 900

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Designed to give the fundamentals of general signwriting, showcard writing, banners, posters and introduction to screen printing.
Course Content: Basic pen and brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start date: September 27, 1977

Visual Communications Courses

These courses are designed for people already working in some facet of the expanding audio visual field. Each course provides extensive practical experience, coupled with sufficient theory, to give the student a good understanding of the subject being studied.

The number of students is limited to fifteen in the first four courses shown below, while for AV 925 and 926 the figure is reduced to ten. All students will be interviewed before enrolling.

A detailed synopsis of each course is available upon request.

Visual Communications Schedule of Starting Dates

Course	Oct/1977	Jan/1978	Apr/1978
AV 920	3rd		3rd
AV 922	4th		4th
AV 923	3rd		3rd
AV 924	3rd		3rd
AV 925		10th	
AV 926		9th	

Basic Photo-Technology AV 920

Monday and Thursday,
6:00-9:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00

Start dates: October 3, 1977
April 3, 1978

Basic Audio Production Techniques AV 923

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

Start dates: October 3, 1977
April 3, 1978

Cinematology AV 925

Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: AV 922 or similar.
Enrollment limited to 10.

Start date: January 10, 1978

Basic Cinematography AV 922

Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

Start dates: October 4, 1977
April 4, 1978

Television Techniques AV 924

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

****Start dates: October 3, 1977***
April 3, 1978

Audio Production Techniques AV 926

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: AV 923 or similar.
Enrollment limited to 10.

Start date: January 9, 1978

Photography Extension Course

The following offers a "hands-on" approach to basic photographic techniques, and provides the necessary theory with extensive practical work with camera and in the darkroom.

No interview is required, but students may discuss their requirements with the Instructor before enrolling, if they wish to. Synopses of the course are available upon request.

This course, "Introduction to Photography", is offered on Tuesdays or Wednesdays, several times each year, to meet student demand.

Early registration is strongly recommended.

*Start dates for AV 924 will be confirmed nearer to proposed dates.

Introduction to Photography AV 904

Tuesday or Wednesday
6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $45.00

Students taking this course do not need to supply any of their own equipment.

Start dates: October 4 and 5, 1977
January 10 and 11, 1978
April 4 and 5, 1978

THE TIGHT

Health

Complete Denture Prosthesis DENT 900

Thursday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is an introduction to the fundamentals of laboratory techniques involving complete dentures. Students will complete custom impression trays, occlusal rims, set-up of teeth, waxing and finishing procedures. The techniques to repair broken teeth and denture bases as well as relining and rebasing will also be covered. The theory of these techniques will be given followed by a written examination at the end of the course.

Start date: October 6, 1977

Partial Denture Construction DENT 901

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $30.00

The cast partial denture extension program is an introductory course. The student will be instructed in the basic techniques involved in the surveying and designing, and waxing, casting and finishing of upper and lower partial denture framework.

Start date: October 4, 1977

Orthodontics DENT 902

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

The orthodontic course introduces the basics of this complex field. Students will learn how to fabricate orthodontic study models, retainers, space maintainers, simple removable and fixed orthodontic appliances. The technique and art of manipulating and soldering various guages of wire as well as applying orthodontic acrylic is stressed.

Start date: October 4, 1977

Crown and Bridge Work DENT 903

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $35.00

This course will introduce the generalist dental technician to the intricacies of fabrication of inlays, crowns and bridges. The following topics are covered: review of dental materials used in fixed prosthodontics; review of dental anatomy, fabrication of models and dyes; introduction to the physiology of occlusion, types of inlays, crowns and bridges, pontic design, wax-up, spruing, investing, casting, trimming, fitting, soldering, polishing. Acrylic resin materials used in fixed prosthodontics will be discussed.

Start date: October 4, 1977

Dental Ceramics DENT 904

Thursday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: DENT 903 or equivalent.
This course will introduce the crown and bridge technician to the art and science of dental ceramic restorations. The following topics will be covered: review of dental materials used in fixed prosthodontics; review of dental anatomy; fabrication of models and dyes; introduction to the physiology of occlusion, platinum foil matrix construction, build-up, firing, glazing and staining of high-fusing and aluminous porcelain jacket crowns. Porcelain fused to metal restorations: design of metallic substructures, wax-up, spruing, investing, casting, trimming, fitting, degassing, theory of metal-ceramic bond, opaquing, build-up, firing, glazing and staining, principles of light and colour. The nature of ceramic gold alloys and non-precious alloys will be discussed.

Start date: October 6, 1977

Applied Science (Dental Materials) DENT 905

Thursday, 6:30-9:30 p.m.
Casa Loma Campus
Fee: $65.00
Materials: $20.00

This course is designed especially for the new worker in the Dental Technology field. Material is presented in both theory and demonstration of the properties and behaviour of the various materials encountered in the dental laboratory. In a laboratory setting students will have an opportunity to become familiar with the materials in regard to handling, manipulation and limitations. Materials covered include those of impressions, gypsum products, resins, dental waxes, porcelain and a variety of metals.

Start date: October 6, 1977

Roundhouse DENT 906

Tuesday and Thursday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and wrought clasp fabrication. Some lectures will be given with regard to the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability to undertake this particular study session.

Start date: March 8, 1978

X-Ray Techniques DENT 907

Tuesday and Thursday, 6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $55.00
Material: $25.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinic experience. Two basic techniques will be explained, bisecting angle and parallel cone.

Start date: October 4, 1977

Dental Assistant Upgrading DENT 910

Tuesday and Thursday, 6:30-9:30 p.m.
Casa Loma Campus
Year I: 192 hours
Year II: 174 hours
Fees: $145.00
Materials: $60.00

Prerequisite: Prior to certification, a further requirement of all students is that the following courses or their equivalent be completed: English, Psychology, General Science, Typing (40 wpm).
This course is designed or the upgrading of uncertified dental assistants to certification in dental assisting. The program is offered in nine modules extending over a two-year period. Students may undertake only some of the modules offered in any one year with the objective of completing the program in five calendar years. The modules will be repeated every two years and are offered as follows:

Modules 1-4 Year I

Office Administration	30 hours
Dental Materials and Laboratory	90 hours
Radiology Lectures and Clinic	30 hours
Dental Assisting Procedures	42 hours

Modules 5-9 Year Ii

Oral Anatomy and Histology	60 hours
Oral Pathology	18 hours
Nutrition	30 hours
Oral Therapetics	36 hours
Pharmacology and Emergency Care	30 hours

Start date: October 4, 1977

Pharmacology for Registered Nurses PHAR 900

Tuesday and Thursday, 5:00-8:30 p.m.
Nightingale Campus
50 hours
Fee: $65.00

Course Content: The purpose of this course is to update Registered Nurses in Pharmacology. It includes a theoretical component, simulated clinical practice and self-directed study through library research. Emphasis is placed on classification structure for drugs with a focus on new drugs, their use and administration and expected effect.

INDUSTRIAL TRAINING

Industrial Training

An Introduction to Real Estate — Segment I RE 900A

College Campus
30 hours
Fee: $65.00

Course Content: This course covers the following topics: ownership of real property; real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

An Introduction to Real Estate — Segment II RE 900B

College Campus
60 hours
Fee: $105.00

Prerequisites: Evidence of completion of Segment I: 75% pass mark on the examination for Segment I; Real Estate Sales Training Package.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.

An Introduction to Real Estate — Segment III RE 900C

College Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of: Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.

Principles of Mortgage Financing RE 902

College Campus
40 hours
Fee: $105.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.

Principles of Appraisal RE 903

College Campus
40 hours
Fee: $110.00

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.

Commercial Real Estate RE 904

College Campus
40 hours
Fee: $105.00

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.

Real Property Law RE 905

College Campus
40 hours
Fee: $105.00

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of the real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review.

NOTE: For information about start dates for all Real Estate Courses, phone 967-1212, ext. 595.

Transport Driving TRANS 900

Saturday, 8:00 a.m.-5:30 p.m.
College Campus
57 hours
Fee: $150.00

Prerequisite: One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Start dates: September 9, 1977
October 29, 1977
January 14 and 28, 1978
March 18, 1978
May 6, 1978

Basic Skills of Cleaning and Sanitation for Supervisors HSA 950

Monday and Wednesday
7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

This course is designed for those interested in advancement in the cleaning maintenance field. It is suitable for those working in hospitals, universities, schools and commercial buildings. It is a prerequisite for course HSA 951.
Course Content: Cleaning skills, methods, procedures; products and equipment; surfaces to be cleaned, including all types of floors; housekeeping bacteriology.

Start dates: October 3, 1977
January 9, 1978

Basic Housekeeping Supervision HSA 951

Tuesday and Thursday
7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

This course is designed to develop supervisory and management techniques, and is a continuation of HSA 950. Successful completion of both courses HSA 950 and 951 is equivalent to the four-week, full-time Supervisor course given in conjunction with the Ontario Hospital Housekeeping Association. This certificate is recognized by the Ontario Hospital Association.
Course Content: Supervisors' duties and responsibilities; planning and organizing workloads, schedules, training programs; how to instruct; budget preparation and control; communications and safety.

Start dates: October 4, 1977
January 10, 1978

Carpet Care CARP 903

Tuesday, 7:00-10:00 p.m.
College Campus
30 hours
Fee: $35.00

This course is aimed at building managers, housekeepers, contract cleaners, as well as those using carpet care equipment.
Course Content: Carpet construction; fibres and pile characteristics; installation; cleaning maintenance methods and procedures, including dry, foam, wet and steaming extraction; use and care of modern equipment; maintenance programming and practical work.

Start date: October 4, 1977

Work Study ES 909

Monday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

The objective of the work study course is to prepare the student for effective participation in work study in his own company or organization. It will be very beneficial to the Executive Housekeeper or Supervisor since the techniques may be applied to any operation, large or small. It will also provide a strong base on which any ambitious housekeeper could build his experience.

Start date: October 3, 1977

THEATRE ARTS MUSIC & DANCE

Theatre Arts, Music and Dance

Theatre Arts

The Part-Time (Extension) courses described below are offered by the College in response to the widespread desire and need of people for participation in the dynamic and flourishing theatrical activities of Toronto. The courses provide the opportunity for serious study as well as for self-development and enjoyment.

Acting for Beginners THEA 900

Monday and Wednesday
7:00-9:30 p.m.
St. James Campus
50 hours
Fee: $55.00

Start dates: September 19, 1977
January 9, 1978
March 27, 1978

Acting Intermediate Level THEA 901

Tuesday & Thursday, 7:00-9:30 p.m.
St. James Campus
50 hours
Fee: $55.00

Start dates: September 20, 1977
January 10, 1978
March 28, 1978

THEA 900 and THEA 901 are activity courses, providing practical exploration and development of actor's art through improvisation and physical, vocal and mental techniques.

Acting and Public Speaking THEA 923A

Wednesday, 6:00-8:30 p.m.
Casa Loma Campus
25 hours
Fee: $55.00

This course is designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships.

Start dates: October 5, 1977
January 11, 1978
March 29, 1978

Practical Theatre THEA 924

Friday, 7:00-10:00 p.m.
Saturday, 9:00 a.m.-1:00 p.m.
St. James Campus
50 hours
Fee: $55.00

Provides project development and practical theatrical experience under professional direction. Previous courses or acceptable experience are necessary.

Start dates: October 21, 1977
January 20, 1978
March 31, 1978

Drama, Movement & Communication Part I THEA 930A

Monday and Wednesday
7:00-9:30 p.m.
Kensington Campus
50 hours
Fee: $75.00

Start dates: September 19, 1977
January 9, 1978
March 27, 1978

Drama, Movement & Communication Part II THEA 930B

Tuesday and Thursday, 7:00-9:30 p.m.
Kensington Campus
50 hours
Fee: $75.00

Start dates: September 20, 1977
January 10, 1978
March 28, 1978

These two courses are a sequence which has been approved by the Certification Council of OSSTF as a full credit, approved related course for teachers upgrading their qualifications on the Theatre and Communications Arts Chart #13 of OSSTF Certification. Either part, taken singly, provides one-half credit. Part 1 is a prerequisite for Part II.
Non-teachers are welcome to enroll in these courses.

Dance Fundamentals THEA 905A

Monday & Wednesday
5:30-8:00 p.m.
Kensington Campus
50 hours
Fee: $55.00

This course is designed for beginners and for others wishing to participate in meaningful exercise for personal development.

Start dates: September 19, 1977
January 9, 1978
March 27, 1978

Modern Jazz Dance THEA 905E

Tuesday and Thursday, 5:30;8:00 p.m.
Kensington Campus
50 hours
Fee: $55.00

Modern Jazz Dance instruction is given at beginner and intermediate levels.

Start dates: September 20, 1977
January 10, 1978
March 28, 1978

Music Courses

The courses are designed to complement existing programs at secondary and post-secondary levels, and all are intended to further playing ability.

All courses are offered in Fall, Winter and Spring terms. (The Summer term takes the form of a specially designed Summer School of Music).

Please write or telephone: George Brown College, Music Department, P.O. Box 1015, Station "B", Toronto, Ontario M5T 1T9 (416) 967-1212 Extension 738/739.

Instrumental Group Instruction MU 944

Monday or Wednesday,
6:00-8:00 or 8:00-10:00 p.m.
10 weeks
20 hours
Fee: $70.00

Instruction in the following instruments will be offered for students studying the same instrument, (minimum of 5 students per class) Piano, Violin, Viola, Cello, Flute, Clarinet, Saxophone, Classical Guitar, and Flamenco Guitar.

Start dates: October 3 and 5, 1977
January 16 and 18, 1978
April 3 and 5, 1978

Flamenco Guitar MU 948

Wednesday, 6:00-8:00 p.m.
10 weeks
20 hours
Fee: $70.00

Prerequisite: Ability to read the natural notes below the 5th Fret, and to read simple rhythms.
The basics of Flamenco technique including instruction in 3 forms.

Start dates: October 5, 1977
January 18, 1978
April 5, 1978

Music Theory MU 940

Wednesday and Friday,
6:00-8:00 p.m.
10 weeks
30 hours
Fee: $70.00

Students having basic music-reading skills will study the rudiments of music theory. This course will include ear-training and keyboard harmony where applicable.
Minimum enrolment 5 students per class.

Start dates: October 5 and 7, 1977
January 18 and 20, 1978
April 5 and 7, 1978

Harmony MU 941

Tuesday and Thursday, 6:00-8:00 p.m.
10 weeks
30 hours
Fee: $80.00

Students having completed MU 940 or equivalent, will study instrumental and vocal four-part writing, voice leading cadences with a significant portion of ear-training. Minimum enrolment — 5 students per class.

Start dates: October 4 and 6, 1977
January 17 and 19, 1978
April 4 and 6, 1978

Popular Keyboard (Beginning Basic) MU 910

Tuesday, 6:00-8:00 p.m.
Wednesday, 9:30-11:30 a.m.
10 weeks
20 hours
Fee: $60.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.

Start dates: October 4, 1977
January 17, 1978
April 4, 1978

Popular Keyboard (Intermediate) MU 911

Tuesday, 8:00-10:00 p.m.
Wednesday, 1:30-3:30 p.m.
10 weeks
20 hours
Fee: $60.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.

Start dates: October 4, 1977
January 17, 1978
April 4, 1978

Popular Keyboard (Advanced) MU 912

Thursday, 6:00-8:00 p.m.
Thursday, 9:30-11:30 a.m.
10 weeks
20 hours
Fee: $60.00

Continuation from MU 911: chord inversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.

Start dates: October 6, 1977
January 19, 1978
April 6, 1978

Lois Smith School of Dance
Director: Lois Smith

The curriculum of all courses is designed for progression over a period of 39 weeks, which is divided into three terms of 13 weeks duration.

Term Dates

1st Term — September 6 - December 3, 1977. Classes missed due to Statutory Holidays will be rescheduled during the first term.

2nd Term — December 5, 1977 - March 18, 1978 (includes 2-week Christmas break). Classes missed due to Statutory Holidays will be rescheduled during the week of March 20-23, 1978.

3rd Term — March 28 - June 24, 1978. Classes missed due to Statutory Holidays will be rescheduled during the week June 26-30, 1978.

Entrance Requirements — Junior and Senior School

Minimum — Students must be aged 7 years on or before December 31, 1977 in order to commence classes in September, 1977.

Maximum — Where a student has graduated from High School, or passed the age of 19, and who does not wish to become a professional dancer or who, in the opinion of the Director, does not have the potential to become a professional dancer he/she will be recommended to continue training in the Non-professional Courses (see page).

Auditions — Students with previous training at other schools will be required to attend grading auditions on the following days:

2-3 years training .....September 1, 1977 at 10:30-11:30
3-5 years training .....September 1, 1977 at 12:00- 1:30
Over 5 years training ....September 1, 1977 at 2:20- 4:00

Pre-Ballet

Saturday, 10:30-11:30 a.m.
13 hours per term
Fee: $50.00

A special course aimed at encouraging creativity, body and spatial awareness and rhythmic sense as a preparation for more formal ballet training.

Ballet

The classical style of ballet, taught in a carefully graded curriculum, drawing on the Checcetti, Royal Academy of Dance, Bournonville and French and Russian techniques.
Students must attend a minimum of two ballet classes per week but will be encouraged to take the maximum available at their level. A charge of $50.00 per term will be made for each additional class taken beyond the compulsory ones..

Form 1

Wednesday, 4:45-5:45 p.m.
Saturday, 12 noon-1:00 p.m.
26 hours per term
Fee: $90.00

Form 2

Tuesday, 4:45-5:45 p.m.
Saturday, 9:30-10:30 a.m.
26 hours per term
Fee: $90.00

Form 3

Wednesday, 4:45-6:00 p.m.
Saturday, 9:30-10:45 a.m.
32½ hours per term
Fee: $90.00

Form 4

Monday, 4:45-6:00 p.m.
Friday, 4:45-6:00 p.m.
32½ hours per term
Fee: $90.00

Form 5

Monday, 6:00-7:30 p.m.
Thursday, 4:30-6:00 p.m.
39 hours per term
Fee: $90.00

Form 6

Thursday, 4:30-6:00 p.m.
Saturday, 11:15 a.m.-12:45 p.m.
39 hours per term
Fee: $90.00

Students will be encouraged to take all additional classes at their level beyond the minimum requirement and each additional class per week carries a fee of $50.00 per term.

Elementary

Tuesday, 4:30-6:00 p.m.
Thursday, 4:30-6:00 p.m.
Saturday, 1:00-2:30 p.m.
2 classes per week
39 hours per term
Fee: $90.00

Intermediate

Monday, 4:30-6:00 p.m.
Wednesday, 4:30-6:00 p.m.
Friday, 6:00-7:30 p.m.
Saturday, 2:30-4:00 p.m.
2 classes per week
39 hours per term
Fee: $90.00

Advanced

Monday to Friday
11:15 a.m.-12:45 p.m.
2 classes per week
39 hours per term
Fee: $90.00

Boys Ballet Classes

Level 1 (ages 9-11)

Monday and Wednesday
4:45-6:00 p.m.
32½ hours per term
Fee: $90.00

Level 2 (ages 12-14)

Monday and Wednesday
6:00-7:30 p.m.
39 hours per term
Fee: $90.00

Pointe Classes

Basic
Saturday, 1:15-2:15 p.m.

Elementary

Tuesday, 6:15-7:15 p.m.
Saturday, 2:45-3:45 p.m.

Intermediate

Monday, 6:15-7:15 p.m.
Friday, 7:30-8:30 p.m.

1 class per week
13 hours per term
Fee: $50.00

2 classes per week
26 hours per term
Fee: $90.00

Composite Courses

These special courses are designed to provide a more all-round training for those students interested in a professional career in dance.

Form 5

Ballet

Monday, 6:00-7:30 p.m.
Thursday, 4:30-6:00 p.m.

National

Thursday, 6:15-7:15 p.m.
52 hours
Fee: $110.00

Form 6

Ballet

Thursday, 4:30-6:00 p.m.
Saturday, 11:15 a.m.-12:45 p.m.

National

Thursday, 6:15-7:15 p.m.

Pointe

Saturday, 1:15-2:15 p.m.
65 hours per term
Fee: $120.00

Elementary

Ballet

Tuesday, 4:30-6:00 p.m.
Saturday, 1:00-2:30 p.m.

Pointe

Tuesday, 6:15-7:15 p.m.
Saturday, 2:45-3:45 p.m.

Spanish

Monday, 4:45-6:00 p.m.
81¼ hours per term
Fee: $130.00

There is one additional class for men only on Wednesday in level 1.

Intermediate

Ballet

Monday, 4:30-6:00 p.m.
Friday, 6:00-7:30 p.m.

Pointe

Monday, 6:15-7:15 p.m.
Friday, 7:30-8:30 p.m.

Modern or Jazz

Wednesday, 6:00-7:30 p.m.
84½ hours per term
Fee: $135.00

Professional Course

All the courses listed above lead to enrollment in the 2-year professional program, currently pending Ministry approval.

Benesh Notation

Elementary

A unique system of Dance Notation used for the preservation of original choreography. This course will be of particular interest to teachers; for class preparation, reading newly notated syllabll, and staging classical solos. On completion of the first year the Benesh Elementary examination will be taken.

Wednesday and Friday
1:00-3:00 p.m.
52 hours per term
Fee: $100.00

Non-Professional Courses

Ballet

Level 1

Monday, Tuesday and Wednesday
7:30-8:45 p.m.
Thursday, 6:00-7:30 p.m.
Friday, 7:15-8:30 p.m.
16¼ hours per term
Fee: $50.00

Level 2

Monday, 7:30-8:45 p.m.
Tuesday and Friday, 6:00-7:15 p.m.
16¼ hours per term
Fee: 50.00

Level 3

Tuesday and Thursday, 7:30-9:00 p.m.
Wednesday, 6:00-7:30 p.m.
19½ hours per term
Fee: $50.00

Level 4

Monday, 7:30-9:00 p.m.
Wednesday, 6:00-7:30 p.m.
19½ hours per term
Fee: $50.00

Level 5

Thursday, 7:30-9:00 p.m.
19½ hours per term
Fee: $50.00

Jazz

Beginners

Wednesday, 7:30-8:45 p.m.
16¼ hours per term
Fee: $50.00

Elementary

Friday, 6:00-7:30 p.m.
19½ hours per term
Fee: $50.00

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